

1A. Continuum of Care (CoC) Identification

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1A-1. CoC Name and Number: TN-510 - Murfreesboro/Rutherford County CoC

1A-2. Collaborative Applicant Name: City of Murfreesboro

1A-3. CoC Designation: CA

1A-4. HMIS Lead: Murfreesboro Housing Authority

1B. Continuum of Care (CoC) Engagement

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1B-1. From the list below, select those organizations and persons that participate in CoC meetings.

Then select "Yes" or "No" to indicate if CoC meeting participants are voting members or if they sit on the CoC Board.

Only select "Not Applicable" if the organization or person does not exist in the CoC's geographic area.

Organization/Person Categories	Participates in CoC Meetings	Votes, including electing CoC Board	Sits on CoC Board
Local Government Staff/Officials	Yes	Yes	No
CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes	Yes
Law Enforcement	Yes	Yes	No
Local Jail(s)	Yes	Yes	No
Hospital(s)	Yes	Yes	No
EMT/Crisis Response Team(s)	Yes	Yes	No
Mental Health Service Organizations	Yes	Yes	Yes
Substance Abuse Service Organizations	Yes	Yes	Yes
Affordable Housing Developer(s)	Yes	No	No
Public Housing Authorities	Yes	Yes	Yes
CoC Funded Youth Homeless Organizations	Not Applicable	No	Not Applicable
Non-CoC Funded Youth Homeless Organizations	Yes	Yes	No
School Administrators/Homeless Liaisons	No	Yes	No
CoC Funded Victim Service Providers	Yes	Yes	Not Applicable
Non-CoC Funded Victim Service Providers	Not Applicable	No	Not Applicable
Street Outreach Team(s)	Yes	Yes	No
Youth advocates	Yes	No	No
Agencies that serve survivors of human trafficking	Not Applicable	No	Not Applicable
Other homeless subpopulation advocates	Yes	Yes	Yes
Homeless or Formerly Homeless Persons	Yes	Yes	Yes

1B-1a. Describe in detail how the CoC solicits and considers the full range of opinions from individuals or organizations with knowledge of homelessness or an interest in preventing and ending homelessness in the geographic area. Please provide two examples of organizations or individuals from the list in 1B-1 to answer this question.

Membership in the Homeless Alliance of Rutherford County is open to interested individuals and relevant organizations, including – but not limited to – nonprofit homeless assistance providers (e.g. The Journey Home), victim service providers e.g. Domestic Violence Program), faith-based organizations (e.g. Greenhouse Ministries), Murfreesboro Housing Authority, governments, businesses, advocates, Murfreesboro City Schools, Rutherford County Schools, social service providers, mental health agencies, hospitals, Middle Tennessee State University, affordable housing developers, law enforcement and organizations that serve veterans.

1B-1b. List Runaway and Homeless Youth (RHY)-funded and other youth homeless assistance providers (CoC Program and non-CoC Program funded) who operate within the CoC's geographic area. Then select "Yes" or "No" to indicate if each provider is a voting member or sits on the CoC Board.

Youth Service Provider (up to 10)	RHY Funded?	Participated as a Voting Member in at least two CoC Meetings between July 1, 2015 and June 20, 2016.	Sat on CoC Board as active member or official at any point between July 1, 2015 and June 20, 2016.
The Journey Home	No	Yes	Yes
Youth Can! - Mid-Cumberland Human Resource Agency	No	Yes	No

1B-1c. List the victim service providers (CoC Program and non-CoC Program funded) who operate within the CoC's geographic area. Then select "Yes" or "No" to indicate if each provider is a voting member or sits on the CoC Board.

	Participated as a Voting Member in at least two CoC Meetings between	Sat on CoC Board as active member or official at any point between July 1, 2015
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Victim Service Provider for Survivors of Domestic Violence (up to 10)	July 1, 2015 and June 30, 2016	and June 30, 2016.
Domestic Violence Program	Yes	Yes

1B-2. Explain how the CoC is open to proposals from entities that have not previously received funds in prior CoC Program competitions, even if the CoC is not applying for new projects in 2016. (limit 1000 characters)

Through its Membership and Advocacy Working Group, HARC reaches out to organizations not currently affiliated with the organization and encourages those providing services to participate in the Service Providers Working Group. Funding opportunities - including CoC, ESG and CDBG public service funds - are announced at HARC general membership meetings (held quarterly), Service Provider Working Group meetings, Executive Committee meetings and through the City of Murfreesboro website. All organizations are encouraged to submit projects for funding consideration.

1B-3. How often does the CoC invite new members to join the CoC through a publicly available invitation?

Bi-Monthly

1C. Continuum of Care (CoC) Coordination

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1C-1. Does the CoC coordinate with Federal, State, Local, private and other entities serving homeless individuals and families and those at risk of homelessness in the planning, operation and funding of projects? Only select "Not Applicable" if the funding source does not exist within the CoC's geographic area.

Funding or Program Source	Coordinates with Planning, Operation and Funding of Projects
Housing Opportunities for Persons with AIDS (HOPWA)	Not Applicable
Temporary Assistance for Needy Families (TANF)	Yes
Runaway and Homeless Youth (RHY)	Not Applicable
Head Start Program	Yes
Housing and service programs funded through Federal, State and local government resources.	Yes

1C-2. The McKinney-Vento Act, requires CoC's to participate in the Consolidated Plan(s) (Con Plan(s)) for the geographic area served by the CoC. The CoC Program Interim rule at 24 CFR 578.7 (c) (4) requires the CoC to provide information required to complete the Con Plan(s) within the CoC's geographic area, and 24 CFR 91.100(a)(2)(i) and 24 CFR 91.110 (b)(2) requires the State and local Con Plan jurisdiction(s) consult with the CoC. The following chart asks for the information about CoC and Con Plan jurisdiction coordination, as well as CoC and ESG recipient coordination.

CoCs can use the CoCs and Consolidated Plan Jurisdiction Crosswalk to assist in answering this question.

	Number
Number of Con Plan jurisdictions with whom the CoC geography overlaps	1
How many Con Plan jurisdictions did the CoC participate with in their Con Plan development process?	1
How many Con Plan jurisdictions did the CoC provide with Con Plan jurisdiction level PIT data?	1
How many of the Con Plan jurisdictions are also ESG recipients?	1
How many ESG recipients did the CoC participate with to make ESG funding decisions?	2
How many ESG recipients did the CoC consult with in the development of ESG performance standards and evaluation process for ESG funded activities?	1

1C-2a. Based on the responses provided in 1C-2, describe in greater detail how the CoC participates with the Consolidated Plan jurisdiction(s) located in the CoC's geographic area and include the frequency and type of interactions between the CoC and the Consolidated Plan jurisdiction(s). (limit 1000 characters)

The City of Murfreesboro, the Con Plan jurisdiction for TN-510, is the Collaborative Applicant for the CoC and the Community Development Director sits on the CoC board as the Mayor's designee. The Community Development Director is chair of the CoC Rating & Ranking Working Group.

Murfreesboro is not a direct ESG recipient but receives an allocation of the state ESG allotment through the Tennessee Housing Development Agency (THDA). THDA has changed its allocation rules for the 2016-17, giving the City an allocation but also allowing individual agencies to apply. Murfreesboro and THDA participated with the CoC to make funding decisions.

1C-2b. Based on the response in 1C-2, describe how the CoC is working with ESG recipients to determine local ESG funding decisions and how the CoC assists in the development of performance standards and evaluation of outcomes for ESG-funded activities. (limit 1000 characters)

The City issues a NOFA annually and the HARC Ratings & Ranking Committee works with the City to evaluate applications. Four agencies are currently receiving ESG funding from the City. Two agencies, The Journey Home and Domestic Violence Program Inc., have ESG grants directly from the state.

1C-3. Describe how the CoC coordinates with victim service providers and non-victim service providers (CoC Program funded and non-CoC funded) to ensure that survivors of domestic violence are provided housing and services that provide and maintain safety and security. Responses must address how the service providers ensure and maintain the safety and security of participants and how client choice is upheld. (limit 1000 characters)

Domestic Violence Program Inc. operates a shelter specifically for victims of domestic violence. The facility is gated and intake is handled at a separate location. The Executive Director of the agency is a HARC board member. Although the agency does not receive CoC funds, it has ESG grants both through the state and the City of Murfreesboro. The City also provides CDBG funds to the agency to assist with the cost of providing services for victims and Murfreesboro their families.

1C-4. List each of the Public Housing Agencies (PHAs) within the CoC's geographic area. If there are more than 5 PHAs within the CoC's

geographic area, list the 5 largest PHAs. For each PHA, provide the percentage of new admissions that were homeless at the time of admission between July 1, 2015 and June 30, 2016 and indicate whether the PHA has a homeless admissions preference in its Public Housing and/or Housing Choice Voucher (HCV) program.

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program from 7/1/15 to 6/30/16 who were homeless at entry	PHA has General or Limited Homeless Preference
Murfreesboro Housing Authority		Yes-Public Housing

**1C-5. Other than CoC, ESG, Housing Choice Voucher Programs and Public Housing, describe other subsidized or low-income housing opportunities that exist within the CoC that target persons experiencing homelessness.
(limit 1000 characters)**

Murfreesboro Housing Authority works with the VA to facilitate allocation of VASH vouchers. The City of Murfreesboro uses CDBG funds to assist qualified agencies in acquiring housing to be used as affordable housing for very-low income households that may or may not be homeless. In the 2015-16 program year, assistance was provided to Greenhouse Ministries and Doors of Hope. Both are active HARC members.

1C-6. Select the specific strategies implemented by the CoC to ensure that homelessness is not criminalized in the CoC's geographic area. Select all that apply.

Engaged/educated local policymakers:	<input checked="" type="checkbox"/>
Engaged/educated law enforcement:	<input checked="" type="checkbox"/>
Implemented communitywide plans:	<input checked="" type="checkbox"/>
No strategies have been implemented	<input type="checkbox"/>
Other:(limit 1000 characters)	
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

1D. Continuum of Care (CoC) Discharge Planning

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1D-1. Select the system(s) of care within the CoC's geographic area for which there is a discharge policy in place that is mandated by the State, the CoC, or another entity for the following institutions? Check all that apply.

Foster Care:	<input checked="checked" type="checkbox"/>
Health Care:	<input checked="checked" type="checkbox"/>
Mental Health Care:	<input checked="checked" type="checkbox"/>
Correctional Facilities:	<input checked="checked" type="checkbox"/>
None:	<input type="checkbox"/>

1D-2. Select the system(s) of care within the CoC's geographic area with which the CoC actively coordinates with to ensure institutionalized persons that have resided in each system of care for longer than 90 days are not discharged into homelessness. Check all that apply.

Foster Care:	<input checked="checked" type="checkbox"/>
Health Care:	<input checked="checked" type="checkbox"/>
Mental Health Care:	<input checked="checked" type="checkbox"/>
Correctional Facilities:	<input checked="checked" type="checkbox"/>
None:	<input type="checkbox"/>

1D-2a. If the applicant did not check all boxes in 1D-2, explain why there is no coordination with the institution(s) that were not selected and explain how the CoC plans to coordinate with the institution(s) to ensure persons

**discharged are not discharged into homelessness.
(limit 1000 characters)**

1E. Centralized or Coordinated Assessment (Coordinated Entry)

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

The CoC Program Interim Rule requires CoCs to establish a Centralized or Coordinated Assessment System which HUD refers to as the Coordinated Entry Process. Based on the recent Coordinated Entry Policy Brief, HUD's primary goals for the coordinated entry process are that assistance be allocated as effectively as possible and that it be easily accessible no matter where or how people present for assistance.

**1E-1. Explain how the CoC's coordinated entry process is designed to identify, engage, and assist homeless individuals and families that will ensure those who request or need assistance are connected to proper housing and services.
(limit 1000 characters)**

CoC member agencies use common forms and input client data in HMIS. Improving the entry process is an on-going task assigned to the HARC Service Delivery Working Group. This working group meets monthly and individual cases are discussed as needed to help develop a plan of service which directs each individual or family to appropriate resources.

1E-2. CoC Program and ESG Program funded projects are required to participate in the coordinated entry process, but there are many other organizations and individuals who may participate but are not required to do so. From the following list, for each type of organization or individual, select all of the applicable checkboxes that indicate how that organization or individual participates in the CoC's coordinated entry process. If there are other organizations or persons who participate but are not on this list, enter the information in the blank text box, click "Save" at the bottom of the screen, and then select the applicable checkboxes.

Organization/Person Categories	Participate s in Ongoing Planning and Evaluation	Makes Referrals to the Coordinate d Entry Process	Receives Referrals from the Coordinate d Entry Process	Operates Access Point for Coordinate d Entry Process	Participate s in Case Conferenci ng	Does not Participate	Does not Exist
Local Government Staff/Officials	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CDBG/HOME/Entitlement Jurisdiction	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Law Enforcement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Local Jail(s)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hospital(s)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EMT/Crisis Response Team(s)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mental Health Service Organizations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Substance Abuse Service Organizations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Affordable Housing Developer(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public Housing Authorities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-CoC Funded Youth Homeless Organizations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
School Administrators/Homeless Liaisons	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-CoC Funded Victim Service Organizations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Street Outreach Team(s)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Homeless or Formerly Homeless Persons	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1F. Continuum of Care (CoC) Project Review, Ranking, and Selection

Instructions

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1F-1. For all renewal project applications submitted in the FY 2016 CoC Program Competition complete the chart below regarding the CoC's review of the Annual Performance Report(s).

How many renewal project applications were submitted in the FY 2016 CoC Program Competition?	7
How many of the renewal project applications are first time renewals for which the first operating year has not expired yet?	0
How many renewal project application APRs were reviewed by the CoC as part of the local CoC competition project review, ranking, and selection process for the FY 2016 CoC Program Competition?	7
Percentage of APRs submitted by renewing projects within the CoC that were reviewed by the CoC in the 2016 CoC Competition?	100.00%

1F-2 - In the sections below, check the appropriate box(es) for each selection to indicate how project applications were reviewed and ranked for the FY 2016 CoC Program Competition. Written documentation of the CoC's publicly announced Rating and Review procedure must be attached.

Performance outcomes from APR reports/HMIS:	
% permanent housing exit destinations	<input checked="" type="checkbox"/>
% increases in income	<input checked="" type="checkbox"/>
Monitoring criteria:	
Utilization rates	<input type="checkbox"/>
Drawdown rates	<input checked="" type="checkbox"/>
Frequency or Amount of Funds Recaptured by HUD	<input type="checkbox"/>
Need for specialized population services:	

Youth	<input checked="checked" type="checkbox"/>
Victims of Domestic Violence	<input checked="checked" type="checkbox"/>
Families with Children	<input checked="checked" type="checkbox"/>
Persons Experiencing Chronic Homelessness	<input checked="checked" type="checkbox"/>
Veterans	<input checked="checked" type="checkbox"/>
None:	<input type="checkbox"/>

1F-2a. Describe how the CoC considered the severity of needs and vulnerabilities of participants that are, or will be, served by the project applications when determining project application priority. (limit 1000 characters)

Renewals for permanent supportive housing serving families, unaccompanied youth and veterans were considered favorably - a maximum of 40 points - by the Ratings and Ranking Working Group compared to HMIS (35 points), Rapid Re-Housing (20 points) and any other eligible activity (15 points).

1F-3. Describe how the CoC made the local competition review, ranking, and selection criteria publicly available, and identify the public medium(s) used and the date(s) of posting. Evidence of the public posting must be attached. (limit 750 characters)

The review, ranking and selection criteria were posted on the City of Murfreesboro website on September 12, 2016.

1F-4. On what date did the CoC and Collaborative Applicant publicly post all parts of the FY 2016 CoC Consolidated Application that included the final project application ranking? (Written documentation of the public posting, with the date of the posting clearly visible, must be attached. In addition, evidence of communicating decisions to the CoC's full membership must be attached).

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1F-5. Did the CoC use the reallocation Yes

**process in the FY 2016 CoC Program
Competition to reduce or reject projects for
the creation of new projects? (If the CoC
utilized the reallocation process, evidence of
the public posting of the reallocation process
must be attached.)**

**1F-5a. If the CoC rejected project
application(s), on what date did the CoC and
Collaborative Applicant notify those project
applicants that their project application was
rejected? (If project applications were
rejected, a copy of the written notification to
each project applicant must be attached.)**

09/14/2016

**1F-6. In the Annual Renewal Demand (ARD)
is the CoC's FY 2016 CoC's FY 2016 Priority
Listing equal to or less than the ARD on the
final HUD-approved FY2016 GIW?**

No

1G. Continuum of Care (CoC) Addressing Project Capacity

Instructions

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1G-1. Describe how the CoC monitors the performance of CoC Program recipients. (limit 1000 characters)

The chairman of the Ratings & Ranking Working Group confers with HUD's Knoxville Field Office to insure recipients are performing satisfactorily.

1G-2. Did the Collaborative Applicant include Yes accurately completed and appropriately signed form HUD-2991(s) for all project applications submitted on the CoC Priority Listing?

2A. Homeless Management Information System (HMIS) Implementation

Intructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2A-1. Does the CoC have a Governance Charter that outlines the roles and responsibilities of the CoC and the HMIS Lead, either within the Charter itself or by reference to a separate document like an MOU/MOA? In all cases, the CoC's Governance Charter must be attached to receive credit, In addition, if applicable, any separate document, like an MOU/MOA, must also be attached to receive credit. Yes

2A-1a. Include the page number where the roles and responsibilities of the CoC and HMIS Lead can be found in the attached document referenced in 2A-1. In addition, in the textbox indicate if the page number applies to the CoC's attached governance charter or attached MOU/MOA. 5

2A-2. Does the CoC have a HMIS Policies and Procedures Manual? If yes, in order to receive credit the HMIS Policies and Procedures Manual must be attached to the CoC Application. Yes

2A-3. Are there agreements in place that outline roles and responsibilities between the HMIS Lead and the Contributing HMIS Organization (CHOs)? Yes

2A-4. What is the name of the HMIS software Service Point

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used by the CoC (e.g., ABC Software)?

2A-5. What is the name of the HMIS software vendor (e.g., ABC Systems)? Bowman Serivces

2B. Homeless Management Information System (HMIS) Funding Sources

Instructions

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2B-1. Select the HMIS implementation Single CoC coverage area:

* 2B-2. In the charts below, enter the amount of funding from each funding source that contributes to the total HMIS budget for the CoC.

2B-2.1 Funding Type: Federal - HUD

Funding Source	Funding
CoC	\$0
ESG	\$23,500
CDBG	\$0
HOME	\$0
HOPWA	\$0
Federal - HUD - Total Amount	\$23,500

2B-2.2 Funding Type: Other Federal

Funding Source	Funding
Department of Education	\$0
Department of Health and Human Services	\$0
Department of Labor	\$0
Department of Agriculture	\$0
Department of Veterans Affairs	\$0
Other Federal	\$0
Other Federal - Total Amount	\$0

2B-2.3 Funding Type: State and Local

Funding Source	Funding
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City	\$0
County	\$0
State	\$0
State and Local - Total Amount	\$0

2B-2.4 Funding Type: Private

Funding Source	Funding
Individual	\$0
Organization	\$0
Private - Total Amount	\$0

2B-2.5 Funding Type: Other

Funding Source	Funding
Participation Fees	\$0
Other - Total Amount	\$0

2B-2.6 Total Budget for Operating Year	\$23,500
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2C. Homeless Management Information System (HMIS) Bed Coverage

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2C-1. Enter the date the CoC submitted the 2016 HIC data in HDX, (mm/dd/yyyy): 05/02/2016

2C-2. Per the 2016 Housing Inventory Count (HIC) Indicate the number of beds in the 2016 HIC and in HMIS for each project type within the CoC. If a particular project type does not exist in the CoC then enter "0" for all cells in that project type.

Project Type	Total Beds in 2016 HIC	Total Beds in HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ESG) beds	154	39	109	94.78%
Safe Haven (SH) beds	0	0	0	
Transitional Housing (TH) beds	50	0	22	44.00%
Rapid Re-Housing (RRH) beds	5	0	5	100.00%
Permanent Supportive Housing (PSH) beds	101	2	99	100.00%
Other Permanent Housing (OPH) beds	0	0	0	

2C-2a. If the bed coverage rate for any project type is below 85 percent, describe how the CoC plans to increase the bed coverage rate for each of these project types in the next 12 months. (limit 1000 characters)

During the 2015-16 program year, Murfreesboro Housing Authority and HARC contracted with the Homeless Alliance of Chattanooga to administer the HMIS system for TN-510. The system as previously administered had been too daunting for most providers who were not contractually obligated to use the system. The Service Delivery Working Group is reaching out to non-users to give the "new" HMIS a chance.

2C-3. If any of the project types listed in question 2C-2 above have a coverage rate below 85 percent, and some or all of these rates can be attributed to beds covered by one of the following program types, please indicate that here by selecting all that apply from the list below.

VA Grant per diem (VA GPD):	
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	<input type="checkbox"/>
VASH:	<input type="checkbox"/>
Faith-Based projects/Rescue mission:	<input checked="" type="checkbox"/>
Youth focused projects:	<input type="checkbox"/>
Voucher beds (non-permanent housing):	<input type="checkbox"/>
HOPWA projects:	<input type="checkbox"/>
Not Applicable:	<input type="checkbox"/>

2C-4. How often does the CoC review or assess its HMIS bed coverage? Quarterly

2D. Homeless Management Information System (HMIS) Data Quality

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2D-1. Indicate the percentage of unduplicated client records with null or missing values and the percentage of "Client Doesn't Know" or "Client Refused" within the last 10 days of January 2016.

Universal Data Element	Percentage Null or Missing	Percentage Client Doesn't Know or Refused
3.1 Name	0%	0%
3.2 Social Security Number	0%	0%
3.3 Date of birth	0%	0%
3.4 Race	0%	0%
3.5 Ethnicity	0%	0%
3.6 Gender	0%	0%
3.7 Veteran status	0%	0%
3.8 Disabling condition	0%	0%
3.9 Residence prior to project entry	0%	0%
3.10 Project Entry Date	0%	0%
3.11 Project Exit Date	0%	0%
3.12 Destination	0%	0%
3.15 Relationship to Head of Household	0%	0%
3.16 Client Location	0%	0%
3.17 Length of time on street, in an emergency shelter, or safe haven	0%	0%

2D-2. Identify which of the following reports your HMIS generates. Select all that apply:

CoC Annual Performance Report (APR):	<input checked="" type="checkbox"/>
ESG Consolidated Annual Performance and Evaluation Report (CAPER):	<input type="checkbox"/>
Annual Homeless Assessment Report (AHAR) table shells:	<input type="checkbox"/>
	<input type="checkbox"/>

None	<input type="checkbox"/>
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2D-3. If you submitted the 2016 AHAR, how many AHAR tables (i.e., ES-ind, ES-family, etc) were accepted and used in the last AHAR?

0

2D-4. How frequently does the CoC review data quality in the HMIS?

Quarterly

2D-5. Select from the dropdown to indicate if standardized HMIS data quality reports are generated to review data quality at the CoC level, project level, or both.

CoC

2D-6. From the following list of federal partner programs, select the ones that are currently using the CoC's HMIS.

VA Supportive Services for Veteran Families (SSVF):	<input type="checkbox"/>
VA Grant and Per Diem (GPD):	<input type="checkbox"/>
Runaway and Homeless Youth (RHY):	<input type="checkbox"/>
Projects for Assistance in Transition from Homelessness (PATH):	<input type="checkbox"/>
	<input type="checkbox"/>
None:	<input checked="" type="checkbox"/>

**2D-6a. If any of the Federal partner programs listed in 2D-6 are not currently entering data in the CoC's HMIS and intend to begin entering data in the next 12 months, indicate the Federal partner program and the anticipated start date.
(limit 750 characters)**

2E. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

The data collected during the PIT count is vital for both CoC's and HUD. HUD needs accurate data to understand the context and nature of homelessness throughout the country, and to provide Congress and the Office of Management and Budget (OMB) with information regarding services provided, gaps in service, and performance. Accurate, high quality data is vital to inform Congress' funding decisions.

2E-1. Did the CoC approve the final sheltered PIT count methodology for the 2016 sheltered PIT count? Yes

2E-2. Indicate the date of the most recent sheltered PIT count: 01/25/2016
(mm/dd/yyyy)

2E-2a. If the CoC conducted the sheltered PIT count outside of the last 10 days of January 2016, was an exception granted by HUD? Not Applicable

2E-3. Enter the date the CoC submitted the sheltered PIT count data in HDX: 04/25/2016
(mm/dd/yyyy)

2F. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count: Methods

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2F-1. Indicate the method(s) used to count sheltered homeless persons during the 2016 PIT count:

Complete Census Count:	<input checked="" type="checkbox"/>
Random sample and extrapolation:	<input type="checkbox"/>
Non-random sample and extrapolation:	<input type="checkbox"/>
	<input type="checkbox"/>

2F-2. Indicate the methods used to gather and calculate subpopulation data for sheltered homeless persons:

HMIS:	<input type="checkbox"/>
HMIS plus extrapolation:	<input type="checkbox"/>
Interview of sheltered persons:	<input checked="" type="checkbox"/>
Sample of PIT interviews plus extrapolation:	<input type="checkbox"/>
	<input type="checkbox"/>

2F-3. Provide a brief description of your CoC's sheltered PIT count methodology and describe why your CoC selected its sheltered PIT count methodology. (limit 1000 characters)

Prior to the count, each shelter was provided with forms to be used to collect data on each person sheltered. Each shelter was instructed to collate its information. Each shelter then was contacted by an enumerator on the night of

the count and the data from each shelter was collected into a master list for reporting.

2F-4. Describe any change in methodology from your sheltered PIT count in 2015 to 2016, including any change in sampling or extrapolation method, if applicable. Do not include information on changes to the implementation of your sheltered PIT count methodology (e.g., enhanced training or change in partners participating in the PIT count). (limit 1000 characters)

The counts in both years was done by the Service Delivery Working Group and volunteers working with the group. The only substantive change was enhanced training.

2F-5. Did your CoC change its provider coverage in the 2016 sheltered count? No

2F-5a. If "Yes" in 2F-5, then describe the change in provider coverage in the 2016 sheltered count. (limit 750 characters)

2G. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count: Data Quality

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2G-1. Indicate the methods used to ensure the quality of the data collected during the sheltered PIT count:

Training:	<input checked="" type="checkbox"/>
Follow-up:	<input checked="" type="checkbox"/>
HMIS:	<input type="checkbox"/>
Non-HMIS de-duplication techniques:	<input type="checkbox"/>
	<input type="checkbox"/>

2G-2. Describe any change to the way your CoC implemented its sheltered PIT count from 2015 to 2016 that would change data quality, including changes to training volunteers and inclusion of any partner agencies in the sheltered PIT count planning and implementation, if applicable. Do not include information on changes to actual sheltered PIT count methodology (e.g. change in sampling or extrapolation methods). (limit 1000 characters)

While the data quality between the two years for the actual number of sheltered homeless was essentially unchanged, better training for the 2016 count resulted in better counts for race/ethnicity demographics and better identification of subgroup. Improvements in the administration of the CoC's HMIS system should lead to better quality data that will be of use in the 2017 PIT Count.

2H. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

HUD requires CoCs to conduct an unsheltered PIT count every 2 years (biennially) during the last 10 days in January; however, HUD also strongly encourages CoCs to conduct the unsheltered PIT count annually at the same time that they conduct annual sheltered PIT counts. HUD required CoCs to conduct the last biennial PIT count during the last 10 days in January 2015.

2H-1. Did the CoC approve the final unsheltered PIT count methodology for the most recent unsheltered PIT count? Yes

2H-2. Indicate the date of the most recent unsheltered PIT count (mm/dd/yyyy): 01/26/2015

2H-2a. If the CoC conducted the unsheltered PIT count outside of the last 10 days of January 2016, or most recent count, was an exception granted by HUD? Not Applicable

2H-3. Enter the date the CoC submitted the unsheltered PIT count data in HDX (mm/dd/yyyy): 04/30/2015

2I. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count: Methods

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2I-1. Indicate the methods used to count unsheltered homeless persons during the 2016 or most recent PIT count:

Night of the count - complete census:	<input type="checkbox"/>
Night of the count - known locations:	<input checked="" type="checkbox"/>
Night of the count - random sample:	<input type="checkbox"/>
Service-based count:	<input type="checkbox"/>
HMIS:	<input type="checkbox"/>
	<input type="checkbox"/>

2I-2. Provide a brief description of your CoC's unsheltered PIT count methodology and describe why your CoC selected this unsheltered PIT count methodology. (limit 1000 characters)

Working with police departments in Murfreesboro, Smyrna and La Vergne, the Rutherford County Sheriff's Department, and others familiar with where unsheltered persons congregate, the Service Delivery Group developed a list of sites to be surveyed by PIT Count-night volunteers. The volunteers interviewed people willing to cooperate and provided observations for those unwilling. The CoC Executive Committee decided to use this methodology because it has been used effectively in prior years.

2I-3. Describe any change in methodology from your unsheltered PIT count in 2015 (or 2014 if an unsheltered count was not conducted in 2015) to 2016, including any change in sampling or extrapolation method, if applicable. Do not include information on changes to implementation of

**your sheltered PIT count methodology (e.g., enhanced training or change in partners participating in the count).
(limit 1000 characters)**

The methodology was essentially the same as in past years.

**2I-4. Has the CoC taken extra measures to
identify unaccompanied homeless youth in
the PIT count?** Yes

**2I-4a. If the response in 2I-4 was "no" describe any extra measures that
are being taken to identify youth and what the CoC is doing for homeless
youth.
(limit 1000 characters)**

2J. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count: Data Quality

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2J-1. Indicate the steps taken by the CoC to ensure the quality of the data collected for the 2016 unsheltered PIT count:

Training:	<input checked="" type="checkbox"/>
"Blitz" count:	<input checked="" type="checkbox"/>
Unique identifier:	<input type="checkbox"/>
Survey questions:	<input type="checkbox"/>
Enumerator observation:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
None:	<input type="checkbox"/>

2J-2. Describe any change to the way the CoC implemented the unsheltered PIT count from 2015 (or 2014 if an unsheltered count was not conducted in 2015) to 2016 that would affect data quality. This includes changes to training volunteers and inclusion of any partner agencies in the unsheltered PIT count planning and implementation, if applicable. Do not include information on changes in actual methodology (e.g. change in sampling or extrapolation method). (limit 1000 characters)

Training provided to count volunteers emphasized better reporting of demographic information. For the 2015 and 2016 counts, the volunteers have used HUD materials to improve the data quality of both interviewed and observed subjects.

3A. Continuum of Care (CoC) System Performance

Instructions

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

3A-1. Performance Measure: Number of Persons Homeless - Point-in-Time Count.

* 3A-1a. Change in PIT Counts of Sheltered and Unsheltered Homeless Persons

Using the table below, indicate the number of persons who were homeless at a Point-in-Time (PIT) based on the 2015 and 2016 PIT counts as recorded in the Homelessness Data Exchange (HDX).

	2015 PIT (for unsheltered count, most recent year conducted)	2016 PIT	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	289	306	17
Emergency Shelter Total	133	150	17
Safe Haven Total	0	0	0
Transitional Housing Total	36	37	1
Total Sheltered Count	169	187	18
Total Unsheltered Count	120	119	-1

3A-1b. Number of Sheltered Persons Homeless - HMIS.

Using HMIS data, enter the number of homeless persons who were served in a sheltered environment between October 1, 2014 and September 30, 2015 for each category provided.

	Between October 1, 2014 and September 30, 2015
Universe: Unduplicated Total sheltered homeless persons	226
Emergency Shelter Total	221
Safe Haven Total	0
Transitional Housing Total	5

3A-2. Performance Measure: First Time Homeless.

Describe the CoC's efforts to reduce the number of individuals and families who become homeless for the first time. Specifically, describe what the CoC is doing to identify risk factors of becoming homeless.

(limit 1000 characters)

Prevention is a point of emphasis for the Service Delivery Working Group member agencies. HARC members are reaching out to agencies that had not previously considered themselves to be homeless providers. Community Helpers, a local non-profit that assists low- and -very-low-income residents with rent and utility payments was a significant addition to the HARC roster during the 2015-16 program year.

3A-3. Performance Measure: Length of Time Homeless.

Describe the CoC's efforts to reduce the length of time individuals and families remain homeless. Specifically, describe how your CoC has reduced the average length of time homeless, including how the CoC identifies and houses individuals and families with the longest lengths of time homeless.

(limit 1000 characters)

Reducing homeless time is difficult in Murfreesboro and Rutherford County because of a shortage of affordable rental housing in the community. HARC believes the long-term approach to significant progress in addressing homelessness issues lies in adopting a campus approach. To this end, the City of Murfreesboro has provided HARC seed money to do a space needs study and preliminary master plan that will allow HARC to approach potential funders. More immediately, service providers are partnering with Murfreesboro City Schools and the Rutherford County Schools' ATLAS program to identify families that may not meet the HUD definition of homelessness but do meet other definitions of homelessness.

*** 3A-4. Performance Measure: Successful Permanent Housing Placement or Retention.**

In the next two questions, CoCs must indicate the success of its projects in placing persons from its projects into permanent housing.

3A-4a. Exits to Permanent Housing Destinations:

Fill in the chart to indicate the extent to which projects exit program participants into permanent housing (subsidized or non-subsidized) or the retention of program participants in CoC Program-funded permanent supportive housing.

	Between October 1, 2014 and September 30, 2015
Universe: Persons in SSO, TH and PH-RRH who exited	264
Of the persons in the Universe above, how many of those exited to permanent destinations?	75
% Successful Exits	28.41%

3A-4b. Exit To or Retention Of Permanent Housing:
In the chart below, CoCs must indicate the number of persons who exited from any CoC funded permanent housing project, except rapid re-housing projects, to permanent housing destinations or retained their permanent housing between October 1, 2014 and September 30, 2015.

	Between October 1, 2014 and September 30, 2015
Universe: Persons in all PH projects except PH-RRH	120
Of the persons in the Universe above, indicate how many of those remained in applicable PH projects and how many of those exited to permanent destinations?	103
% Successful Retentions/Exits	85.83%

3A-5. Performance Measure: Returns to Homelessness: Describe the CoCs efforts to reduce the rate of individuals and families who return to homelessness. Specifically, describe strategies your CoC has implemented to identify and minimize returns to homelessness, and demonstrate the use of HMIS or a comparable database to monitor and record returns to homelessness.
(limit 1000 characters)

1. Service Delivery Working Group members use meetings to network matching whenever possible specific cases with specific resources, then following up as appropriate.
2. A Homeless Veterans group meets monthly and using a master list of vets with client names, situation and contact info and specific needs has made significant progress over the last two years to reduce veteran homeless to close to functional zero.
3. The CoC HMIS contracted with the Chattanooga Homeless Coalition to re-structure and administer the HMIS in TN-510 and results have been very positive.

3A-6. Performance Measure: Job and Income Growth.
Performance Measure: Job and Income Growth. Describe the CoC's specific strategies to assist CoC Program-funded projects to increase program participants' cash income from employment and non-employment non-cash sources.
(limit 1000 characters)

HARC member agencies subscribe to the belief that education is the key to opportunity for job and income growth. The Journey Home has a community garden project (funded in part with Murfreesboro CDBG money) that employs a homeless individual as master gardener and uses produce in the JH Community Café to help provide healthy meals to homeless clients. Greenhouse Ministries offers a range of classes with an emphasis on computer literacy. Doors of Hope works with incarcerated individuals teaching life skills necessary to obtain and retain employment, then works with clients after discharge to insure that lessons learned are implemented.

3A-6a. Describe how the CoC is working with mainstream employment organizations to aid homeless individuals and families in increasing their income.

(limit 1000 characters)

HARC works closely with R-Connect, a service of Murfreesboro Housing Authority, which works with the mainstream community to produce employment opportunities for low- and very-low income households and individuals. Individual agencies have developed a strong relationships with the Middle Tennessee Career Center (vocational training) and the Tennessee Job Center, both in Murfreesboro.

3A-7. What was the the criteria and decision-making process the CoC used to identify and exclude specific geographic areas from the CoC's unsheltered PIT count?

(limit 1000 characters)

Not Applicable

3A-7a. Did the CoC completely exclude geographic areas from the the most recent PIT count (i.e., no one counted there and, for communities using samples the area was excluded from both the sample and extrapolation) where the CoC determined that there were no unsheltered homeless people, including areas that are uninhabitable (e.g. disasters)?

No

3A-7b. Did the CoC completely exclude geographic areas from the the most recent PIT count (i.e., no one counted there and, for communities using samples the area was excluded from both the sample and extrapolation) where the CoC determined that there were no unsheltered homeless people, including areas that are uninhabitable (e.g. deserts, wilderness, etc.)?

(limit 1000 characters)

Not Applicable

3A-8. Enter the date the CoC submitted the system performance measure data into HDX. The System Performance Report generated by HDX must be attached. (mm/dd/yyyy)

08/10/2016

3A-8a. If the CoC was unable to submit their System Performance Measures data to HUD via the HDX by the deadline, explain why and describe what specific steps they are taking to ensure they meet the next

**HDX submission deadline for System Performance Measures data.
(limit 1500 characters)**

Not Applicable

3B. Continuum of Care (CoC) Performance and Strategic Planning Objectives

Objective 1: Ending Chronic Homelessness

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

To end chronic homelessness by 2017, HUD encourages three areas of focus through the implementation of Notice CPD 14-012: Prioritizing Persons Experiencing Chronic Homelessness in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status.

1. Targeting persons with the highest needs and longest histories of homelessness for existing and new permanent supportive housing;
2. Prioritizing chronically homeless individuals, youth and families who have the longest histories of homelessness; and
3. The highest needs for new and turnover units.

3B-1.1. Compare the total number of chronically homeless persons, which includes persons in families, in the CoC as reported by the CoC for the 2016 PIT count compared to 2015 (or 2014 if an unsheltered count was not conducted in 2015).

	2015 (for unsheltered count, most recent year conducted)	2016	Difference
Universe: Total PIT Count of sheltered and unsheltered chronically homeless persons	36	21	-15
Sheltered Count of chronically homeless persons	14	7	-7
Unsheltered Count of chronically homeless persons	22	14	-8

**3B-1.1a. Using the "Differences" calculated in question 3B-1.1 above, explain the reason(s) for any increase, or no change in the overall TOTAL number of chronically homeless persons in the CoC, as well as the change in the unsheltered count, as reported in the PIT count in 2016 compared to 2015.
(limit 1000 characters)**

N/A

3B-1.2. Compare the total number of PSH beds (CoC Program and non-CoC Program funded) that were identified as dedicated for use by chronically homeless persons on the 2016 Housing Inventory Count, as compared to those identified on the 2015 Housing Inventory Count.

	2015	2016	Difference
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC.	1	1	0

**3B-1.2a. Explain the reason(s) for any increase, or no change in the total number of PSH beds (CoC program funded or non-CoC Program funded) that were identified as dedicated for use by chronically homeless persons on the 2016 Housing Inventory Count compared to those identified on the 2015 Housing Inventory Count.
(limit 1000 characters)**

While the number of dedicated chronic beds remains unchanged, Murfreesboro Housing Authority gives preference to chronically homeless persons when filling its CoC-funded PSH beds.

3B-1.3. Did the CoC adopt the Orders of Priority into their standards for all CoC Program funded PSH as described in Notice CPD-14-012: Prioritizing Persons Experiencing Chronic Homelessness in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status? No

3B-1.3a. If “Yes” was selected for question 3B-1.3, attach a copy of the CoC’s written standards or other evidence that clearly shows the incorporation of the Orders of Priority in Notice CPD 14-012 and indicate the page(s) for all documents where the Orders of Priority are found.

3B-1.4. Is the CoC on track to meet the goal of ending chronic homelessness by 2017? Yes

This question will not be scored.

3B-1.4a. If the response to question 3B-1.4 was “Yes” what are the strategies that have been implemented by the CoC to maximize current

**resources to meet this goal? If “No” was selected, what resources or technical assistance will be implemented by the CoC to reach to goal of ending chronically homelessness by 2017?
(limit 1000 characters)**

Murfreesboro Housing Authority will continue to partner with The Guidance Center, its support services provider, and to accept referrals whenever possible from other agencies.

3B. Continuum of Care (CoC) Strategic Planning Objectives

3B. Continuum of Care (CoC) Strategic Planning Objectives

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

HUD will evaluate CoC's based on the extent to which they are making progress to achieve the goal of ending homelessness among households with children by 2020.

3B-2.1. What factors will the CoC use to prioritize households with children during the FY2016 Operating year? (Check all that apply).

Vulnerability to victimization:	<input checked="checked" type="checkbox"/>
Number of previous homeless episodes:	<input checked="checked" type="checkbox"/>
Unsheltered homelessness:	<input checked="checked" type="checkbox"/>
Criminal History:	<input type="checkbox"/>
Bad credit or rental history (including not having been a leaseholder):	<input type="checkbox"/>
Head of household has mental/physical disabilities:	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
N/A:	<input type="checkbox"/>

**3B-2.2. Describe the CoC's strategies including concrete steps to rapidly rehouse every household with children within 30 days of those families becoming homeless.
(limit 1000 characters)**

Barriers to affordable housing as identified in Murfreesboro's 2015-20 Consolidated Plan - primarily a shortage of affordable rental units - present challenges to housing families within 30 days. The Journey Home and Domestic Violence Program both received ESG grants from THDA, which in part will provide funding for rapid re-housing. The overall effort in the city was hurt because THDA did not fund a rapid re-housing grant application from Doors of Hope.

3B-2.3. Compare the number of RRH units available to serve families from the 2015 and 2016 HIC.

	2015	2016	Difference
RRH units available to serve families in the HIC:	6	5	-1

3B-2.4. How does the CoC ensure that emergency shelters, transitional housing, and permanent housing (PSH and RRH) providers within the CoC do not deny admission to or separate any family members from other members of their family based on age, sex, gender or disability when entering shelter or housing? (check all strategies that apply)

CoC policies and procedures prohibit involuntary family separation:	<input type="checkbox"/>
There is a method for clients to alert CoC when involuntarily separated:	<input type="checkbox"/>
CoC holds trainings on preventing involuntary family separation, at least once a year:	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
None:	<input checked="" type="checkbox"/>

3B-2.5. Compare the total number of homeless households with children in the CoC as reported by the CoC for the 2016 PIT count compared to 2015 (or 2014 if an unsheltered count was not conducted in 2015).

PIT Count of Homelessness Among Households With Children

	2015 (for unsheltered count, most recent year conducted)	2016	Difference
Universe: Total PIT Count of sheltered and unsheltered homeless households with children:	26	13	-13
Sheltered Count of homeless households with children:	24	9	-15

Unsheltered Count of homeless households with children:	2	4	2
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3B-2.5a. Explain the reason(s) for any increase, or no change in the total number of homeless households with children in the CoC as reported in the 2016 PIT count compared to the 2015 PIT count. (limit 1000 characters)

Not applicable

3B-2.6. From the list below select the strategies to the CoC uses to address the unique needs of unaccompanied homeless youth including youth under age 18, and youth ages 18-24, including the following.

Human trafficking and other forms of exploitation?	No
LGBTQ youth homelessness?	No
Exits from foster care into homelessness?	No
Family reunification and community engagement?	No
Positive Youth Development, Trauma Informed Care, and the use of Risk and Protective Factors in assessing youth housing and service needs?	No
Unaccompanied minors/youth below the age of 18?	Yes

3B-2.6a. Select all strategies that the CoC uses to address homeless youth trafficking and other forms of exploitation.

Diversion from institutions and decriminalization of youth actions that stem from being trafficked:	<input type="checkbox"/>
Increase housing and service options for youth fleeing or attempting to flee trafficking:	<input type="checkbox"/>
Specific sampling methodology for enumerating and characterizing local youth trafficking:	<input type="checkbox"/>
Cross systems strategies to quickly identify and prevent occurrences of youth trafficking:	<input type="checkbox"/>
Community awareness training concerning youth trafficking:	<input type="checkbox"/>
	<input type="checkbox"/>
N/A:	<input checked="" type="checkbox"/>

3B-2.7. What factors will the CoC use to prioritize unaccompanied youth including youth under age 18, and youth ages 18-24 for housing and services during the FY 2016 operating year? (Check all that apply)

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Vulnerability to victimization:	<input type="checkbox"/>
Length of time homeless:	<input type="checkbox"/>
Unsheltered homelessness:	<input checked="" type="checkbox"/>
Lack of access to family and community support networks:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
N/A:	<input type="checkbox"/>

3B-2.8. Using HMIS, compare all unaccompanied youth including youth under age 18, and youth ages 18-24 served in any HMIS contributing program who were in an unsheltered situation prior to entry in FY 2014 (October 1, 2013-September 30, 2014) and FY 2015 (October 1, 2014 - September 30, 2015).

	FY 2014 (October 1, 2013 - September 30, 2014)	FY 2015 (October 1, 2014 - September 30, 2015)	Difference
Total number of unaccompanied youth served in HMIS contributing programs who were in an unsheltered situation prior to entry:	3	3	0

**3B-2.8a. If the number of unaccompanied youth and children, and youth-headed households with children served in any HMIS contributing program who were in an unsheltered situation prior to entry in FY 2015 is lower than FY 2014 explain why.
(limit 1000 characters)**

Although the numbers reported are the same, the CoC is not confident in HMIS data quality before FY2016.

3B-2.9. Compare funding for youth homelessness in the CoC's geographic area in CY 2016 and CY 2017.

	Calendar Year 2016	Calendar Year 2017	Difference
Overall funding for youth homelessness dedicated projects (CoC Program and non-CoC Program funded):	\$27,250.00	\$16,353.00	(\$10,897.00)
CoC Program funding for youth homelessness dedicated projects:	\$13,250.00	\$2,353.00	(\$10,897.00)
Non-CoC funding for youth homelessness dedicated projects (e.g. RHY or other Federal, State and Local funding):	\$14,000.00	\$14,000.00	\$0.00

3B-2.10. To what extent have youth services and educational representatives, and CoC representatives participated in each other's meetings between July 1, 2015 and June 30, 2016?

Cross-Participation in Meetings	# Times
CoC meetings or planning events attended by LEA or SEA representatives:	12
LEA or SEA meetings or planning events (e.g. those about child welfare, juvenile justice or out of school time) attended by CoC representatives:	10
CoC meetings or planning events attended by youth housing and service providers (e.g. RHY providers):	8

**3B-2.10a. Based on the responses in 3B-2.10, describe in detail how the CoC collaborates with the McKinney-Vento local educational authorities and school districts.
(limit 1000 characters)**

The Rutherford County Schools ATLAS coordinator and Murfreesboro City Schools homeless coordinator are both active HARC participants and work closely with service providers to identify homeless students and families and provide appropriate referrals.

**3B-2.11. How does the CoC make sure that homeless individuals and families who become homeless are informed of their eligibility for and receive access to educational services? Include the policies and procedures that homeless service providers (CoC and ESG Programs) are required to follow.
(limit 2000 characters)**

Service providers work closely with the Rutherford County Schools ATLAS coordinator and Murfreesboro City Schools homeless coordinator. Service providers must comply with state policies and procedures and both school coordinators work through the Service Delivery Working Group to be sure providers have a working knowledge of them.

**3B-2.12. Does the CoC or any HUD-funded projects within the CoC have any written agreements with a program that services infants, toddlers, and youth children, such as Head Start; Child Care and Development Fund; Healthy Start; Maternal, Infant, Early Childhood Home Visiting programs; Public Pre-K; and others?
(limit 1000 characters)**

The City of Murfreesboro has a subrecipient agreement funded with CDBG dollars with Kymari House to provide a supervised visitation program. Kymari House provides at-risk children visitation with their non-custodial parents while preventing potential or further child abuse, emotional distress, or other safety concerns. Keeping children safe, secure and free of conflict is the primary goal of the program. Professionally trained staff supervise visits and record

interactions between non-custodial parents and their children.

3B. Continuum of Care (CoC) Performance and Strategic Planning Objectives

Objective 3: Ending Veterans Homelessness

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

Opening Doors outlines the goal of ending Veteran homelessness by the end of 2016. The following questions focus on the various strategies that will aid communities in meeting this goal.

3B-3.1. Compare the total number of homeless Veterans in the CoC as reported by the CoC for the 2016 PIT count compared to 2015 (or 2014 if an unsheltered count was not conducted in 2015).

	2015 (for unsheltered count, most recent year conducted)	2016	Difference
Universe: Total PIT count of sheltered and unsheltered homeless veterans:	14	21	7
Sheltered count of homeless veterans:	8	15	7
Unsheltered count of homeless veterans:	6	6	0

3B-3.1a. Explain the reason(s) for any increase, or no change in the total number of homeless veterans in the CoC as reported in the 2016 PIT count compared to the 2015 PIT count. (limit 1000 characters)

The CoC believes the increase in sheltered is the result of veterans taking advantage of the Coldest Nights program in 2016 who were probably unsheltered and not counted in 2015.

3B-3.2. Describe how the CoC identifies, assesses, and refers homeless veterans who are eligible for Veterean's Affairs services and housing to appropriate reources such as HUD-VASH and SSVF. (limit 1000 characters)

The Rutherford County Veterans Partnership meets monthly. Through its

various partners - most of which are HARC members - the Partnership maintains a list of homeless veterans and contact information, their location in Rutherford County, their needs, and the status of their case. For example, in August 2016, the Partnership listed 19 homeless veterans, one of whom was listed as having found both housing and employment. Fourteen were listed as needing housing and waiting for VASH vouchers. Two were listed as having moved out of the county or state.

3B-3.3. Compare the total number of homeless Veterans in the CoC and the total number of unsheltered homeless Veterans in the CoC, as reported by the CoC for the 2016 PIT Count compared to the 2010 PIT Count (or 2009 if an unsheltered count was not conducted in 2010).

	2010 (or 2009 if an unsheltered count was not conducted in 2010)	2016	% Difference
Total PIT Count of sheltered and unsheltered homeless veterans:	11	21	90.91%
Unsheltered Count of homeless veterans:	0	6	0.00%

3B-3.4. Indicate from the dropdown whether you are on target to end Veteran homelessness by the end of 2016. Yes

This question will not be scored.

3B-3.4a. If "Yes", what are the strategies being used to maximize your current resources to meet this goal? If "No" what resources or technical assistance would help you reach the goal of ending Veteran homelessness by the end of 2016? (limit 1000 characters)

The Rutherford County Veterans Partnership will continue to meet monthly and work on a case-by-case basis to assist homeless veterans find housing and other needed support services so that the Continuum will reach functional zero as defined by HUD by the end of 2017.

4A. Accessing Mainstream Benefits

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

4A-1. Does the CoC systematically provide information to provider staff about mainstream benefits, including up-to-date resources on eligibility and program changes that can affect homeless clients? Yes

4A-2. Based on the CoC's FY 2016 new and renewal project applications, what percentage of projects have demonstrated they are assisting project participants to obtain mainstream benefits? This includes all of the following within each project: transportation assistance, use of a single application, annual follow-ups with participants, and SOAR-trained staff technical assistance to obtain SSI/SSDI?

FY 2016 Assistance with Mainstream Benefits

Total number of project applications in the FY 2016 competition (new and renewal):	8
Total number of renewal and new project applications that demonstrate assistance to project participants to obtain mainstream benefits (i.e. In a Renewal Project Application, "Yes" is selected for Questions 2a, 2b and 2c on Screen 4A. In a New Project Application, "Yes" is selected for Questions 5a, 5b, 5c, 6, and 6a on Screen 4A).	7
Percentage of renewal and new project applications in the FY 2016 competition that have demonstrated assistance to project participants to obtain mainstream benefits:	88%

4A-3. List the organizations (public, private, non-profit and other) that you collaborate with to facilitate health insurance enrollment, (e.g., Medicaid, Medicare, Affordable Care Act options) for program participants. For each organization you partner with, detail the specific outcomes resulting from the partnership in the establishment of benefits. (limit 1000 characters)

CoC has very close relationships with St. Thomas-Rutherford Hospital, York VA Medical Center and Volunteer Behavioral Health and the Tennessee Department of Human Services. Entry-point agencies are counseling with clients to make them aware of healthcare options including TennCare, Medicare, and health.gov. The St. Thomas Mobile Medical Unit regularly visits CoC member agencies for clinic visits and screening.

4A-4. What are the primary ways the CoC ensures that program participants with health insurance are able to effectively utilize the healthcare benefits available to them?

Educational materials:	<input checked="checked" type="checkbox"/>
In-Person Trainings:	<input type="checkbox"/>
Transportation to medical appointments:	<input checked="checked" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
Not Applicable or None:	<input type="checkbox"/>

4B. Additional Policies

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

4B-1. Based on the CoCs FY 2016 new and renewal project applications, what percentage of Permanent Housing (PSH and RRH), Transitional Housing (TH), and SSO (non-Coordinated Entry) projects in the CoC are low barrier?

FY 2016 Low Barrier Designation

Total number of PH (PSH and RRH), TH and non-Coordinated Entry SSO project applications in the FY 2016 competition (new and renewal):	7
Total number of PH (PSH and RRH), TH and non-Coordinated Entry SSO renewal and new project applications that selected "low barrier" in the FY 2016 competition:	5
Percentage of PH (PSH and RRH), TH and non-Coordinated Entry SSO renewal and new project applications in the FY 2016 competition that will be designated as "low barrier":	71%

4B-2. What percentage of CoC Program-funded Permanent Supportive Housing (PSH), Rapid Re-Housing (RRH), SSO (non-Coordinated Entry) and Transitional Housing (TH) FY 2016 Projects have adopted a Housing First approach, meaning that the project quickly houses clients without preconditions or service participation requirements?

FY 2016 Projects Housing First Designation

Total number of PSH, RRH, non-Coordinated Entry SSO, and TH project applications in the FY 2016 competition (new and renewal):	7
Total number of PSH, RRH, non-Coordinated Entry SSO, and TH renewal and new project applications that selected Housing First in the FY 2016 competition:	5
Percentage of PSH, RRH, non-Coordinated Entry SSO, and TH renewal and new project applications in the FY 2016 competition that will be designated as Housing First:	71%

4B-3. What has the CoC done to ensure awareness of and access to housing and supportive services within the CoC's geographic area to persons that could benefit from CoC-funded programs but are not currently participating in a CoC funded program? In particular, how does the CoC reach out to for persons that are least likely to request housing or services in the absence of special outreach?

Direct outreach and marketing:	<input type="checkbox"/>
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Use of phone or internet-based services like 211:	<input checked="checked" type="checkbox"/>
Marketing in languages commonly spoken in the community:	<input checked="checked" type="checkbox"/>
Making physical and virtual locations accessible to those with disabilities:	<input checked="checked" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
Not applicable:	<input type="checkbox"/>

4B-4. Compare the number of RRH units available to serve populations from the 2015 and 2016 HIC.

	2015	2016	Difference
RRH units available to serve all populations in the HIC:	6	5	-1

4B-5. Are any new proposed project applications requesting \$200,000 or more in funding for housing rehabilitation or new construction? No

4B-6. If "Yes" in Questions 4B-5, then describe the activities that the project(s) will undertake to ensure that employment, training and other economic opportunities are directed to low or very low income persons to comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) (Section 3) and HUD's implementing rules at 24 CFR part 135? (limit 1000 characters)

4B-7. Is the CoC requesting to designate one or more of its SSO or TH projects to serve families with children and youth defined as homeless under other Federal statutes? No

4B-7a. If "Yes", to question 4B-7, describe how the use of grant funds to serve such persons is of equal or greater priority than serving persons defined as homeless in accordance with 24 CFR 578.89. Description must

include whether or not this is listed as a priority in the Consolidated Plan(s) and its CoC strategic plan goals. CoCs must attach the list of projects that would be serving this population (up to 10 percent of CoC total award) and the applicable portions of the Consolidated Plan. (limit 2500 characters)

4B-8. Has the project been affected by a major disaster, as declared by the President Obama under Title IV of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (Public Law 93-288) in the 12 months prior to the opening of the FY 2016 CoC Program Competition? No

4B-8a. If "Yes" in Question 4B-8, describe the impact of the natural disaster on specific projects in the CoC and how this affected the CoC's ability to address homelessness and provide the necessary reporting to HUD. (limit 1500 characters)

4B-9. Did the CoC or any of its CoC program recipients/subrecipients request technical assistance from HUD since the submission of the FY 2015 application? This response does not affect the scoring of this application. No

4B-9a. If "Yes" to Question 4B-9, check the box(es) for which technical assistance was requested.

This response does not affect the scoring of this application.

CoC Governance:	<input type="checkbox"/>
CoC Systems Performance Measurement:	<input type="checkbox"/>
Coordinated Entry:	<input type="checkbox"/>
Data reporting and data analysis:	<input type="checkbox"/>
HMIS:	<input type="checkbox"/>
Homeless subpopulations targeted by Opening Doors: veterans, chronic, children and families, and unaccompanied youth:	<input type="checkbox"/>
Maximizing the use of mainstream resources:	<input type="checkbox"/>

Retooling transitional housing:	<input type="text"/>
Rapid re-housing:	<input type="text"/>
Under-performing program recipient, subrecipient or project:	<input type="text"/>
	<input type="text"/>
Not applicable:	<input type="text"/>

4B-9b. Indicate the type(s) of Technical Assistance that was provided, using the categories listed in 4B-9a, provide the month and year the CoC Program recipient or sub-recipient received the assistance and the value of the Technical Assistance to the CoC/recipient/sub recipient involved given the local conditions at the time, with 5 being the highest value and a 1 indicating no value.

Type of Technical Assistance Received	Date Received	Rate the Value of the Technical Assistance

4C. Attachments

Instructions:

Multiple files may be attached as a single .zip file. For instructions on how to use .zip files, a reference document is available on the e-snaps training site:
<https://www.hudexchange.info/resource/3118/creating-a-zip-file-and-capturing-a-screenshot-resource>

Document Type	Required?	Document Description	Date Attached
01. 2016 CoC Consolidated Application: Evidence of the CoC's communication to rejected participants	Yes	Evidence of Commu...	09/14/2016
02. 2016 CoC Consolidated Application: Public Posting Evidence	Yes	Proof of Posting ...	09/14/2016
03. CoC Rating and Review Procedure (e.g. RFP)	Yes	Rating & Ranking ...	09/12/2016
04. CoC's Rating and Review Procedure: Public Posting Evidence	Yes	Proof of Posting ...	09/14/2016
05. CoCs Process for Reallocating	Yes	Process for Re-Al...	09/14/2016
06. CoC's Governance Charter	Yes	Governance Charter	09/12/2016
07. HMIS Policy and Procedures Manual	Yes	HMIS Manual	09/12/2016
08. Applicable Sections of Con Plan to Serving Persons Defined as Homeless Under Other Fed Statutes	No		
09. PHA Administration Plan (Applicable Section(s) Only)	Yes	MHA Admin Plan	09/12/2016
10. CoC-HMIS MOU (if referenced in the CoC's Governance Charter)	No		
11. CoC Written Standards for Order of Priority	No		
12. Project List to Serve Persons Defined as Homeless under Other Federal Statutes (if applicable)	No		
13. HDX-system Performance Measures	Yes	System Performanc...	09/12/2016
14. Other	No		
15. Other	No		

Attachment Details

Document Description: Evidence of Communication to Rejected Projects

Attachment Details

Document Description: Proof of Posting - Rating and Ranking Procedures

Attachment Details

Document Description: Rating & Ranking Procedure

Attachment Details

Document Description: Proof of Posting - FY2016 Collaborative Application

Attachment Details

Document Description: Process for Re-Allocation

Attachment Details

Document Description: Governance Charter

Attachment Details

Document Description: HMIS Manual

Attachment Details

Document Description:

Attachment Details

Document Description: MHA Admin Plan

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

Document Description: System Performance Measures

Attachment Details

Document Description:

Attachment Details

Document Description:

Submission Summary

Ensure that the Project Priority List is complete prior to submitting.

Page		Last Updated
1A. Identification		09/12/2016
1B. CoC Engagement		09/12/2016
1C. Coordination		09/14/2016
FY2016 CoC Application		Page 58
		09/14/2016

1D. CoC Discharge Planning	09/12/2016
1E. Coordinated Assessment	09/13/2016
1F. Project Review	09/14/2016
1G. Addressing Project Capacity	09/12/2016
2A. HMIS Implementation	09/12/2016
2B. HMIS Funding Sources	09/12/2016
2C. HMIS Beds	09/13/2016
2D. HMIS Data Quality	09/12/2016
2E. Sheltered PIT	09/08/2016
2F. Sheltered Data - Methods	09/13/2016
2G. Sheltered Data - Quality	09/13/2016
2H. Unsheltered PIT	09/13/2016
2I. Unsheltered Data - Methods	09/13/2016
2J. Unsheltered Data - Quality	09/13/2016
3A. System Performance	09/13/2016
3B. Objective 1	09/13/2016
3B. Objective 2	09/13/2016
3B. Objective 3	09/13/2016
4A. Benefits	09/13/2016
4B. Additional Policies	09/14/2016
4C. Attachments	09/14/2016
Submission Summary	No Input Required

Murfreesboro/Rutherford County Continuum of Care (TN-510)

Evidence of Communication to Rejected Projects

The Homeless Alliance of Rutherford County (HARC) Rating and Ranking Working Group reviewed and accepted all projects approved by HUD for inclusion on the Final Grant Inventory Worksheet for the FY2016 Continuum of Care Application. HARC received an application for a new project and re-allocated funds from an existing project to free funds for the new project.

HOMELESS ALLIANCE OF RUTHERFORD COUNTY

Continuum of Care – TN-510

Purpose: To guide the Murfreesboro/Rutherford County Continuum of Care (CoC), Rating and Ranking Working Group and Collaborative Applicant in the activities required to perform ranking of CoC grant applications for the annual HUD Continuum of Care-Homeless Assistance Notice of Funding Availability (NOFA).

Policy: This policy was developed to ensure that the scoring and ranking of CoC grant application requests are conducted in a fair, transparent, & unbiased manner. The Homeless Alliance of Rutherford County Executive Committee (Executive Body of the CoC) reviewed, edited and approved this policy and accompanying rating tool on September 12, 2016 with a majority vote.

Procedures: The approved ranking measures and data sources used to evaluate all CoC grant application requests will be provided to all applicants before the Rating and Ranking Working Group meets to review and rank their projects. The Collaborative Applicant will collect all specified data for each CoC project application and provide the letter of intent to the Rating and Ranking Working Group to conduct the review. The Collaborative Applicant will be present at the meeting of the CoC Ranking Team to provide technical assistance as needed.

After the preliminary ranking determination and recommended selective cuts (if applicable) of the Rating and Ranking Working Group is complete, the Collaborative Applicant will send an individual summary and project rank number to each project applicant and release the rankings to the Continuum. The project priority list and funding will be submitted to the Executive Committee and voted on in August. Each project applicant may appeal the ranking determination of their individual project by submitting a written appeal to the Homeless Alliance of Rutherford County Executive Committee and making a presentation at the September Executive Committee meeting. Upon completion of the appeal review, the Homeless Alliance of Rutherford County Executive Committee will make a final determination.

The Collaborative Applicant will send the final CoC project ranking list to the CoC, and all individual project applicants, to be posted on the City of Murfreesboro website to ensure transparency and compliance with the CoC NOFA no later than 15 days before the date the application is due. The entire Consolidated Application will be posted online for review and comments. The Executive Committee will have a final vote on the submittal of the Application.

Ranking Team: The CoC Rating and Ranking Working Group will be made up of unbiased members familiar with CoC programs and the community's homeless system. At the beginning of the ranking meeting, the members of the Rating and Ranking Working Group will provide a statement of confidentiality and no conflict of interest in the regard to any discussions or determinations of specific project applications and/or applicants. Members will be recruited yearly and their eligibility verified (no conflicts of interest) by the CoC.

The Rating and Ranking Working Group may consider adjustments for such issues as HUD incentives or requirements. The Rating and Ranking Working Group may consider proposal changes or project general budget adjustments that may be required to meet community needs. The Rating and Ranking Working Group determines the rank and funding levels of all projects considering all available and objective information.

HOMELESS ALLIANCE OF RUTHERFORD COUNTY

Continuum of Care – TN-510

Ranking Process: The CoC will implement goals for each HUD CoC NOFA application cycle which maximize competitiveness of the CoC's Consolidated Application in consideration of local CoC priorities.

The independent Rating and Ranking Working Group will meet to review data from each CoC letter of intent to determine how it meets the scoring criteria established in the CoC project rating tool, minimum grant requirements, and established HUD/CoC priorities. These combined factors will inform the Rating and Ranking Working Group how to determine the CoC project ranking list and, if applicable, any necessary funding reductions to one or more projects.

Rating Tool Measures (see attachment): HUD Housing Priority, HMIS Data Quality & APR, Participant Project Performance, Target Population, Leverage, Bed Utilization and Expenditure of Funds. *Sources: Annual Performance Report; Drawdown Reports.*

Standard Minimum Grant Requirements: leverage match, expenditure of grant funds (slow or fast), bed utilization, cost effectiveness of project, HMIS implementation and compliance, and other minimum grant terms. *Sources: Annual Performance Reports; LOCCS draws; HMIS Data Quality Reports.*

CoC Priorities: In addition to the above rating tool criteria and minimum grant requirement thresholds, the CoC approved the following local priorities for the Rating and Ranking Working Group to consider in determining a project's rank and potential selective grant reductions.

Reallocation Process: The Executive Committee will review the Grant Inventory Worksheet and grant line up in sufficient time to allow for potential reallocation of funds. The Executive Committee will duly advertise any upcoming vote or discussion on the reallocation process. For the 2016 NOFA cycle, the reallocation process and vote took place during the July meeting. The Executive Committee reviewed Murfreesboro/Rutherford County's projects versus the CoC's and HUD's priorities. The Executive Committee will consider reallocation during the July meeting and ranked the following in priority status: 1) Permanent Supportive Housing; 2) Dedicated HMIS/Coordinated Entry; 3) Rapid Rehousing and 4) Other eligible activities.

FY2016 CoC Funding Tier 1 and Tier 2 Process:

The Ranking Committee will follow the directions in the NOFA for the Tier 1 and Tier 2 funding process. HUD will establish the amounts of Murfreesboro/Rutherford County's Tier 1 and Tier 2. Tier 1 is equal to 93% of the CoC's Annual Renewal Demand (ARD). Tier 2 is the difference between Tier 1 and the CoC's ARD plus any amount available for the permanent housing bonus.

Project Determinations and Appeals Process: Applications which do not meet the minimum threshold requirements will not be included in the CoC Consolidated Application submitted to HUD for consideration. If more applications are submitted than the CoC has money to fund, the Rating and Ranking Working Group will rank the grants in order of the agreed upon priority as approved by the Homeless Alliance of Rutherford County CoC Executive Committee. The Collaborative Applicant will send formal notification of the determination made by the Rating and Ranking Working Group to each project applicant along with: individual project ranking summary report, individual project ranking number, and potential budget reduction. Any appeals to the Rating and Ranking Working Group's determinations for projects may be presented to the

HOMELESS ALLIANCE OF RUTHERFORD COUNTY
Continuum of Care – TN-510

Homeless Alliance of Rutherford County Executive Committee during the September meeting. After all appeals are heard, the Homeless Alliance of Rutherford County Executive Committee will vote to finalize on the Review and Ranking Committee's recommendation. The Executive Committee's final recommendation, along with the corresponding grant amount for all projects, will be distributed to the Continuum and posted on the appropriate websites.

HUD's Policy Priorities

1. Create a systemic response to homeless.
 - a. Measure System Performance.
 - b. Create an effective Coordinated Entry Process
 - c. Promote participant choice.
 - d. Plan as a system.
 - e. Make the delivery of homeless assistance more open, inclusive and transparent.
2. Strategically allocate resources
 - a. Comprehensively review project quality, performance and cost effectiveness.
 - b. Maximize the use of mainstream and other community-based resources.
 - c. Review transitional housing projects.
 - d. Integration with persons with disabilities.
3. End chronic homelessness.
 - a. Target persons with highest needs and longest histories of homelessness for PSH.
 - b. Increase units
 - c. Improve outreach.
4. End family homelessness.
5. End youth homelessness.
6. End veteran homelessness.
7. Use a Housing First Approach.
 - a. Use data to quickly and stably house homeless persons.
 - b. Engage landlords and property owners.
 - c. Remove barriers to entry.
 - d. Adopt client-centered service methods.

Murfreesboro/Rutherford County Continuum of Care (TN-510) Process for Re-Allocation

Should an agency receiving HUD CoC funding decide not to renew its grant for the next year, it should in a timely fashion advise the chairman of Homeless Alliance of Rutherford County (HARC), the decision making body of the Murfreesboro/Rutherford County Continuum of Care (TN-510) so that notice may be issued to all HARC member organizations that funds might be available for other projects.

Agencies wishing to submit applications for re-allocated funds are to make their wishes known to the chairman. The agency should then contact the City of Murfreesboro Community Development Department (the CoC's Collaborative Applicant) for technical assistance for navigating the process of submitting a project application through eSnaps.

The collaborative applicant will work with staff at HUD's CPD office in Knoxville to facilitate adding re-allocation projects to the CoC Grant Inventory Worksheet.

MURFREESBORO/RUTHERFORD COUNTY HOMELESS TASK FORCE BYLAWS

ARTICLE I: Name and Geographic Area

The name of the organization shall be Murfreesboro/Rutherford County Homeless Task Force, hereinafter referred to as the Homeless Task Force. The organization is a successor to the organization formerly known as the Mayor's Homeless Task Force. The Homeless Task Force shall be the primary decision making body for the Murfreesboro/Rutherford County Continuum of Care, hereinafter referred to as the Continuum of Care, as designated by the U.S. Department of Housing and Urban Development (HUD).

ARTICLE II: Mission

The mission of the Homeless Task Force shall be to:

1. Promote community-wide commitment to the goal of ending homelessness;
2. Provide funding for efforts by nonprofit providers to re-house homeless individuals and families rapidly while minimizing the trauma and dislocation caused to homeless individuals, families, and the community as a consequence of homelessness;
3. Promote access to and effective use of mainstream programs by homeless individuals and families;
4. Optimize self-sufficiency among individuals and families experiencing homelessness;
5. Provide assistance to prevent individuals and families from becoming homeless.

ARTICLE III: Duties

The Homeless Task Force shall operate the Continuum of Care, designate a Homeless Management Information System (HMIS) for the Continuum of Care, and plan for the Continuum of Care.

ARTICLE IV: Membership

Membership in the Homeless Task Force is open to interested individuals and relevant organizations, including – but not limited to – nonprofit homeless assistance providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, colleges and universities, affordable housing developers, law enforcement and organizations that serve veterans.

For general membership meetings, each member organization shall have one vote; individual members shall have voice but not vote. For the purposes of voting in general membership meetings, the Consumer Council, as described in Article VII, below, shall be treated as a member organization and shall have one vote.

Any member may participate in any or all of the Homeless Task Force working groups, but to be considered an active member of the Homeless Task Force, a member must participate in at least one working group and attend 75 percent of the general membership meetings during the calendar year.

ARTICLE V: Governance

The administrative functions of the Homeless Task Force shall be delegated to an Executive Committee. The Executive Committee shall have up to 11 members. The Chair, Vice Chair and Secretary of the Executive Committee shall be elected by the Executive Committee from among its members for a term of one year.

A quorum shall be required for the consideration of business. The presence of 50 percent plus one of the current membership shall represent a quorum for the Executive Committee. The presence of members shall represent a quorum for the four scheduled General Membership meetings.

ARTICLE VI: Executive Committee

The membership of the Executive Committee shall include up to 11 members. Eight members shall be elected at-large by the general membership. The Mayor of Murfreesboro or designee; the Executive Director of Murfreesboro Housing Authority (MHA) or designee; and the chair of the Consumer Council shall be members of the Executive Committee by virtue of office and shall be voting members of the Executive Committee. The Chair of the Consumer Working Group must be a person who is currently homeless or has been homeless.

The term for all elected members of the Executive Committee shall be three years, serving staggered terms.

The Chair shall preside at all meetings of the general membership and the Executive Committee and have such other powers and duties consistent with these bylaws. The Chair shall be an *ex officio* member of all working groups.

The Vice Chair shall preside at meetings of the general membership and the Executive Committee when the Chair is unable to attend. The Vice Chair shall succeed to the office of Chair upon resignation or removal from office of the Chair during the Chair's elected term.

The Secretary will record attendance and minutes for all meetings of the General Membership and the Executive Committee. The Secretary will append reports from working group chairs to the Executive Committee minutes. The Secretary or designee will distribute information to the general membership as directed by Executive Committee.

Working group chairs shall provide the Executive Committee written reports of their group's activities. These reports will be appended to the minutes of the Executive Committee meeting at which they are tendered. Working group chairs shall be responsible for establishing meeting schedules and agendas for their group.

A member of the Executive Committee may resign at any time by submitting a letter of resignation to the Chair of the Executive Committee.

Should vacancies in elected positions on the Executive Committee occur, the general membership shall vote at its next scheduled meeting on a nominee forwarded by the Membership and Advocacy Working Group. Should the Chair become vacant, the Vice Chair shall succeed to the position, a new Vice Chair shall be selected by the Executive Committee from its members and a new Executive Committee member elected by the general membership at its next scheduled meeting.

Any member of the Executive Committee may be removed from office, with or without cause, by a two-thirds majority of the remaining Executive Committee members. Removal can only be considered if it occurs at a meeting called for the purpose of considering removal. A special meeting may be called by the Chair or by a minimum of four members of the Executive Committee. Written notice must be sent to all Executive Committee members stating that the proposed removal is the reason for the meeting and business at the meeting is restricted to consideration of removal. Written notice of such a meeting must be sent at least seven days before the meeting. The person recommended for removal shall have the opportunity to speak on his/her behalf prior to a vote of the Executive Committee.

The Executive Committee may from time to time appoint and approve the appointment of such ad hoc committees as may be needed. The Executive Committee shall determine the responsibilities, selection and terms of such committees.

The general membership shall meet in January of each year to elect Executive Committee members. Terms shall begin upon election. The Executive Committee shall meet immediately following the January general membership meeting to elect its officers. Elected Executive Committee members shall serve three-year terms and no more than one consecutive full term. Any member of the Executive Committee elected to fill an unexpired term shall be eligible for re-election to a full term.

Two Executive Committee members elected in 2013 shall serve a one-year term, three Executive Committee members elected in 2013 shall serve a two-year term and three Executive Committee members elected in 2013 shall serve a three-year term. The Executive Committee members elected for one- and two-year terms shall be eligible for re-election to a full term in 2014 and 2015, respectively.

ARTICLE VII: Working Groups

The Homeless Task Force shall have five standing working groups: Service Delivery; Planning; Membership and Advocacy; Project Review and Ranking; and Consumer Council. Each working group except the Consumer Council shall have a Chair selected by the Executive Committee from among the Executive Committee members.

The Chair of the Consumer Council shall be a member of the Consumer Council and selected by the membership of the Consumer Council.

A working group may, as it deems necessary, subdivide to deal with specific issues and tasks.

Service Delivery

The Service Delivery Working Group shall be responsible for promoting cooperation and coordination between the organizations and agencies working with the homeless and those in danger of becoming homeless. The group is responsible for establishing and operating a centralized or coordinated system to assess the needs of individuals for housing and services. The group shall also be responsible for conducting the annual Point-In-Time Count.

Planning

The Planning Working Group shall be responsible for formulating and recommending strategic goals and objectives within the Continuum of Care to meet the needs of the homeless population and subpopulations. The group is responsible for updating the 10-Year Plan to End Chronic Homelessness; preparing the Continuum of Care Action Plan; conducting an annual gaps analysis of homeless needs and services available within the Continuum of Care area; and consulting with the City of Murfreesboro concerning homelessness issues as the City prepares its Consolidated Plan, annual action plans and year-end reports.

Membership and Advocacy

The Membership and Advocacy Working Group shall be responsible for recruiting and retaining a wide range of organizations into the Homeless Task Force. The group is responsible for conducting activities to advocate for the homeless and to educate the public about issues pertaining to the homeless and those in danger of becoming homeless.

The group is responsible for nominating Executive Committee members for consideration by the general membership. No person may be nominated unless such person has agreed to serve in the position if elected.

Project Review and Ranking

The Project Review and Ranking Work Group shall be responsible for reviewing applications and recommending priority ranking for HUD homeless housing funds. The working group shall be responsible for monitoring subrecipient performance. The working group is also responsible for certifying Homeless Task Force membership status for organizations applying to the City of Murfreesboro for Emergency Solutions Grant funding.

Consumer Council

The Consumer Council shall be composed entirely of homeless individuals as defined at 24 CFR 578.3 and formerly homeless individuals. The Consumer Council shall make recommendations as appropriate to the Executive Committee.

ARTICLE VIII: Meetings

The Homeless Task Force will conduct general membership meetings four times a year, on the third Thursday of January, April, July and October. Notice of general membership meetings shall be published in a newspaper of general circulation.

At the January meeting, the general membership shall elect members of the Executive Committee.

The Executive Committee shall meet monthly.

Working groups shall meet no fewer than four times a year, but may meet more often if the working group membership determines a need. Each working group will submit its proposed schedule of meetings and reports of those meetings to the Executive Committee. A working group may adopt a participation standard for defining membership, subject to ratification by the Executive Committee.

ARTICLE IX: Homeless Management Information System (HMIS)

Murfreesboro Housing Authority shall manage the Continuum of Care's sole HMIS and monitor recipient and subrecipient participation in the HMIS.

The Executive Committee shall establish a privacy plan, security plan and data quality plan for the HMIS and ensure consistent participation of subrecipients in the HMIS.

ARTICLE X: Code of Conduct

Members agree that no person shall be excluded from participation in, or denied benefits of, or be otherwise subjected to discrimination in the delivery of services to the homeless or those in danger of becoming homeless, or in the employment practices of the member on the grounds of disability, age, race, color, religion, sex, national origin, or any other classification protected by Federal or Tennessee State constitutional or statutory law.

ARTICLE XI: Conflict of Interest

No member applying for funding may participate in decisions concerning the award of a grant or provision of other financial benefits to such member or the organization that such member represents.

Should a member have a conflict of interest concerning any issue being considered by the general membership, the Executive Committee, any working group or subdivision of a working group, the member shall abstain from voting on said issue. After the member fully discloses the conflict of interest, the majority of members present may vote to allow the conflicted member to participate in the discussion. Any member with a conflict of interest may still answer questions posed by another member during the discussion.

ARTICLE XII: Adoption and Amendment of Bylaws

These bylaws shall be effective January 1, 2013, if approved by a majority vote of Homeless Task Force members attending the October 18, 2012, meeting and if ratified by the Murfreesboro City Council.

The bylaws may be amended by an affirmative vote of at least 75 percent of the members present at a scheduled meeting of the general membership. Notice of proposed bylaw changes must be supplied to members at least 28 days before the next scheduled general membership meeting.

Murfreesboro/Rutherford County CoC HMIS

POLICIES AND PROCEDURES

Updated June 1, 2009

Agencies may not use the HMIS system, participation or date as a reason to deny services or housing to a client.

DATA ACCESS

1. Agency data entry/updating permission applies only to clients currently receiving services or housing.
2. Only authorized users may view or update client data.
3. Agencies will have a signed **Client Consent Form (CCF)** or an HIPPA approved form prior to data entry/updating. (A blank copy of the agencies HIPPA Approved form is to be attached to this P/P manual.)
4. Each adult member of a household that is receiving housing or services will be expected to sign a CCF prior to initial data entry or updating.
5. Consent for data entry/updating for minors will be provided for in the language of the parent/guardian's CCF.
6. The CCF must be renewed annually for clients still receiving housing and services.
7. The CCF may be revoked by a client at any time.
8. A CCF allows an agency to view (but not change) data on the clients for reporting purposes in perpetuity.
9. If a CCF cannot be obtained, the agency shall enter client data as non-releasable, hidden information for aggregate reporting purposes.
10. A client always has the right to view his or her own data and request corrections.
11. Agency data entered by an agency that provides domestic violence services, legal services, and mental health services is a HIPAA covered entity or has other similar confidentiality requirements shall enter client data as non-releasable, hidden information for aggregate reporting purposes.

AGGREGATE DATA SHARING AND RELEASE

1. Agency data entry/updating permission applies only to clients currently receiving services or housing.
2. Agencies are encouraged to use their own HMIS data for public relations, reporting and funding as long as client confidentiality is maintained.
3. Community-wide aggregate HMIS data (not agency specific) will be available annually by M/RCCOC. These reports will be raw point-in-time data. Any agency may use published HMIS data.
4. Special requests for aggregate or de-identified data release must be authorized by the M/RCCOC HMIS Advisory Committee.
5. The independent Continuum of Care facilitator (volunteer or paid consultant) may use HMIS data for continuum planning, reporting and grant writing processes including Consolidated Plans, Gaps Analysis, HUD reporting, Emergency Shelter Grants, IDIS, EZ, etc., and may reconcile and release aggregate data to the CoC or community.
6. The Continuum of Care facilitator may enter into an agreement with individual agencies or partnerships to view raw data in order to provide technical assistance.

INDIVIDUAL DATA SHARING, RELEASE AND CONFIDENTIALITY

1. **CONSUMER CONSENT FORM (CCF)** does not authorize the agency to release information about a Consumer from the database. The agency's own Agreement and Release form and process must still be used prior to information sharing.
2. Full data sharing among agencies will only be allowed with a signed partnership agreement spelling out details, services, term and participating agencies.
3. In accordance with the HMIS Committee's work, the M/RCCOC HMIS system has three levels of data sharing:
4. Level 1 – Basic Demographic Data (that data which identifies the homeless person's basic demographics and is used to generate the homeless certification.)
5. Level 2 – Services Data (that data which identifies services needed and/or received by the homeless person but is not case management case notes.)
6. Level 3 – Special Needs Data (that data which identifies a person has having a special need related to substance abuse, a mental health diagnosis, HIV/AIDS, physical/ mental/cognitive disabilities.

GRIEVANCE PROCEDURE

Any agency Consumer has the right to appeal his or her individual issues related to HMIS to in accordance with agency dictated grievance policy, or by the following progression:

1. Case worker
2. Case worker's supervisor
3. Executive Director of the Agency

PARTICIPATION STANDARDS

1. Consumer Basic Demographic Data is to be entered into HMIS system within 10 working days of a residential intake. (Residential = emergency shelter stay, transitional housing stay, permanent – service enriched housing stay).
2. Limited basic demographic data is to be entered into HMIS system within 10 working days of the first substantial outreach encounter. (Substantial encounter to be defined by outreach workers.)
3. Services and special issues data is to be entered into the HMIS system within one week of the Consumer exiting a housing stay or receiving a services only service.
4. One hundred percent (100%) of all (HUD Funded) homeless residential Consumers are to be entered into the system, detailing Basic, Services and Special Needs Data. (Entry of non-homeless data is optional.)
5. One hundred percent (100%) of all M/RCCOC homeless certified Consumers (HUD Funded) will have Services Data entered into the system. (Entry of non-M/RCCOC data is optional).
6. M/RCCOC and ESG agencies should be given priority for inclusion in the M/RCCOC system. Once those agencies are on or have been offered participation in the system, the system may be offered to other M/RCCOC members and residential facilities serving homeless persons.

M/RCCOC USER RULES

1. Each user must sign a user agreement stating full understanding of the system rules and protocols before receiving a username and a password to access the system. These agreements must be renewed annually or user access to the system will be revoked.
2. Each user must (should) receive training in use of the HMIS system.
3. Agencies may have an unlimited number of users of the HMIS system; each must have his or her own username and password.
4. Agency representatives (director or Chairman) must approve each individual user from their agency.
5. Only authorized staff or volunteer of participating agencies may access or be users of the HMIS system.
6. Access permission is contingent upon continued employment or volunteer service at the agency, and will be terminated immediately if the user is no longer employed/volunteers at the agency.

HMIS User Signature

Date

HMIS Coordinator Signature

Date

Murfreesboro/Rutherford Continuum of Care (M/RCCOC) Homeless Management Information System (HMIS) **Notice to Consumers of Uses and Disclosures**

Updated June 1, 2009

I. PURPOSE:

This notice describes the privacy policy of the M/RCCOC. The policy may be amended at any time. We may use or disclose your information to provide you with services, and to comply with legal and other obligations. We assume that, by requesting services from our M/RCCOC, you agree to allow us to collect information and to use or disclose it as described in this notice and as otherwise required by law.

The Homeless Management Information System (HMIS) was developed to meet a data collection requirement made by the United States Congress and the Department of Housing and Urban Development (HUD). Congress passed this requirement in order to get a more accurate count of individuals who are homeless and to identify the need for and use of different services by those individuals and families. We are collecting statistical information on those who use our services and report this information to a central data collection system.

In addition, agencies in this area use HMIS to keep computerized case records. This information may be provided to other HMIS participating agencies. The information you may agree to allow us to collect and share includes: basic identifying demographic data, such as name, address, phone number and birth date; the nature of your situation and the services and referrals you receive from our M/RCCOC. All agencies using the HMIS share their data with other participating agencies, with the exception of Domestic Violence, legal services, and mental health services.

GENERALLY, your personal information will only be used by the M/RCCOC and other agencies to which you are referred for services. Information shared with other HMIS agencies helps us to better serve our clients, to coordinate client services, and to better understand the number of individuals who need services from more than one agency. This may help us to meet your needs and the needs of others in our community by allowing us to develop new and more efficient programs. Sharing information can also help us to make referrals more easily and may reduce the amount of paperwork.

Maintaining the privacy and safety of those using our services is very important to us. Information gathered about you is personal and private. We collect information only when appropriate to provide services, manage our organization, or as required by law.

II. CONFIDENTIALITY RIGHTS:

This policy follows all HUD confidentiality regulations that are applicable to the M/RCCOC, including those covering programs that receive HUD funding for homeless services. Separate rules apply for HIPPA privacy and security regulations regarding medical records.

M/RCCOC will use and disclose personal information from HMIS only in the following circumstances:

1. To provide or coordinate services to an individual.
2. For functions related to payment or reimbursement for services.

3. To carry out administrative functions including, but not limited to legal, audit, personnel, planning, oversight or management functions.
4. Databases used for research, where all identifying information has been removed.
5. Contractual research where privacy conditions are met.
6. Where a disclosure is required by law and disclosure complies with and is limited to the requirements of the law. Instances where this might occur are during a medical emergency, to report a crime against staff of the agency or a crime on agency premises, or to avert a serious threat to health or safety, including a person's attempt to harm him or herself.
7. To comply with government reporting obligations.
8. In connection with a court order, warrant, subpoena or other court proceeding where disclosure is required.

III. YOUR INFORMATION RIGHTS:

As a client receiving services from M/RCCOC, you have the following rights:

1. **Access to your record.** You have the right to review your HMIS record. At your request, we will assist in viewing the record within five working days.
2. **Correction of your record.** You have the right to request to have your record corrected so that information is up-to-date and accurate to ensure fairness in its use.
3. **Refusal.** Our ability to assist you depends on having certain personal identifying information. If you choose not to share the information we request, we reserve the right to decline to provide you with services as doing so could jeopardize our status as a service provider.
4. **M/RCCOC's Right to Refuse Inspection of an Individual Record.**
Our M/RCCOC may deny you the right to inspect or copy your personal information for the following reasons:
 - a) information is compiled in reasonable anticipation of litigation or comparable proceedings;
 - b) information about another individual other than the agency staff would be disclosed;
 - c) information was obtained under a promise of confidentiality other than a promise from this provider and disclosure would reveal the source of the information;
 - d) information, the disclosure of which would be reasonably likely to endanger the life or physical safety of any individual.
5. **Harassment.** The M/RCCOC reserves the right to reject repeated or harassing requests for access or correction. However, if the M/RCCOC denies your request for access or correction, you will be provided written documentation regarding your request and the reason for denial. A copy of that documentation will also be included in your client record.

6. **Grievance.** You have the right to be heard if you feel that your confidentiality rights have been violated, if you have been denied access to your personal records, or if you have been put at personal risk, or harmed. Our M/RCCOC has established a formal grievance process for you to use in such a circumstance. **To file a complaint or grievance you should contact Donald Smith (HMIS Coordinator) at 1-615-893-9414 ext.19 or at**

**HMIS Coordinator
Murfreesboro Housing Authority
415 North Maple Street
Murfreesboro, TN 37130.**

IV. HOW YOUR INFORMATION WILL BE KEPT SECURE:

Protecting the safety and privacy of individuals receiving services and the confidentiality of their records is of paramount importance to us. Through training, policies, procedures and software, we have taken the following steps to make sure your information is kept safe and secure:

1. The computer program we use has the highest degree of security protection available.
2. Only trained and authorized individuals will enter or view your personal information.
3. Your name and other identifying information will not be contained in HMIS reports that are issued to local, state or national agencies.
4. Employees receive training in privacy protection and agree to follow strict confidentiality standards before using the system.
5. The server/database/software only allows individuals access to the information. Only those who should see certain information will be allowed to see that information.
6. The server/database will communicate using 128-bit encryption-an Internet technology intended to keep information private while it is transported back and forth across the Internet. Furthermore, identifying data stored on the server is also encrypted or coded so that it cannot be recognized.
7. The server/database exists behind a firewall-a device meant to keep hackers/crackers/viruses/etc. away from the server.
8. The main database will be kept physically secure, meaning only authorized personnel will have access to the server/database.

V. BENEFITS OF HMIS AND AGENCY INFORMATION SHARING:

Information you provide us can play an important role in our ability and the ability of other agencies to continue to provide the services that you and others in the community are requesting.

Allowing us to share your name results in a more accurate count of individuals and the services they use. Obtaining an accurate count is important because it can help us and other agencies:

1. Better demonstrate the need for services and the specific types of assistance needed in our area.
2. Obtain more money and other resources to provide services.
3. Plan and deliver quality services to you and your family.
4. Assist the M/RCCOC to improve its work with families and individuals who are homeless.
5. Keep required statistics for state and federal funders, such as HUD.

VI. COMPLIANCE WITH OTHER LAWS

This M/RCCOC complies with all other federal, state and local laws regarding privacy rights. Consult with an attorney if you have questions regarding these rights.

VII. PRIVACY NOTICE AMENDMENTS:

The policies covered under this Privacy Notice may be amended over time and those amendments may affect information obtained by the M/RCCOC before the date of the change. All amendments to the Privacy Notice must be consistent with the requirements of the Federal Standards that protect the privacy of consumers and guide HMIS implementation and operation.

VIII. Web Site

We maintain a copy of the Privacy Notice on our web site at: www.mha-tn.org/hmis/.

Murfreesboro/Rutherford County CoC HMIS

AGENCY PARTNER AGREEMENT

The Murfreesboro/Rutherford County M/RC CoC Homeless Management Information System (HMIS) is an information system that maintains information regarding the characteristics and service needs of Consumers pursuant to HUD regulations.

Ultimately, when used correctly and faithfully by all involved parties, the HMIS is designed to benefit multiple stakeholders, including provider agencies, persons who are homeless, funders and the community through improved knowledge about people who are homeless, their services and service needs and a more effective and efficient service delivery system.

_____, (“Agency”) has elected to participate in the M/RC CoC HMIS.

(“Agency”) and M/RC CoC agree as follows:

1. General Understandings:

- a. In this agreement, the following terms will have the following meanings:
 - (i) “Consumer” refers to a consumer of services;
 - (ii) “Partner Agency” refers generally to any Agency participating in HMIS;
 - (iii) “Agency staff” refers to both paid employees and volunteers;
 - (iv) “HMIS” refers to the Homeless Management Information System of the M/RC CoC.
 - (v) “Enter(ing)” or “Entry” refers to the entry of any Consumer information into HMIS.
 - (vi) “Shar(e)(ing)” or “Information Shar(e)(ing)” refers to the sharing of information which has been entered in HMIS with another Partner Agency.
 - (vii) “M/RC CoC HMIS Work Group” refers to M/RC CoC advisory body. The Work Group is comprised of the M/RC CoC Staff and representatives from agencies within the continuum. The Work Group serves in a consultative and counseling capacity to the Murfreesboro/Rutherford County CoC. A list of the current members of the M/RC CoC HMIS Work Group is available from the HMIS Coordinator.

- (viii) "Identified Data" refers to Consumer data that can be used to identify a specific Consumer. Also referred to as "Confidential" data or information.
 - (ix) "De-identified Data" refers to data that has specific Consumer demographic information removed, allowing use of the data ***without identifying*** a specific Consumer. Also referred to as "non-identifying" information.
- b. Agency understands that when it enters information into HMIS, such information will be available to the M/RC CoC staff who may review the data to administer HMIS; to conduct analysis; and to prepare reports which may be submitted to others in de-identified form ***without*** individual identifying Consumer information.
 - c. Agency understands that Agency will have the ability to indicate whether information Agency entered into HMIS may be shared with and accessible to Partner Agencies in HMIS system. Agency is responsible for determining and designating in HMIS whether information may or may not be shared.

2. Confidentiality:

- a. Agency will not
 - (i) enter information into HMIS which is not authorized to enter; and
 - (ii) will not designate information for sharing which Agency is not authorized to share, under any relevant federal, state, or local confidentiality laws, regulations or other restrictions applicable to Consumer information. By entering information into HMIS or designating it for sharing, Agency represents that it has the authority to enter such information or designate it for sharing.
- b. Agency represents that: *(check applicable items)*
 - (i) it is _____; is not _____ a "covered entity" whose disclosures are restricted under HIPAA (45 CFR 160 and 164);
 - (ii) it is _____; is not _____ a program whose disclosures are restricted under Federal Drug and Alcohol Confidentiality Regulations: 42 CFR Part 2;
 - (iii) If [Agency] is subject to HIPAA, (45 CFR 160 and 164) or 42 CFR Part 2, a fully executed Business Associate or Business Associate/Qualified Service Organization Agreement must be attached to this agreement before information may be entered. Sharing of information will not be permitted otherwise.
 - (iv) If Agency is subject to any other laws or requirements which restrict Agency's ability to either enter or authorize sharing of information, Agency will ensure that any entry it makes and all designations for sharing fully comply with all applicable laws or other restrictions.

- c. To the extent that information entered by Agency into HMIS is or becomes subject to additional restrictions, Agency will immediately inform the M/RC CoC staff in writing of such restrictions.

- 3. **Display of Notice:** Pursuant to the notice published by the Department of Housing and Urban Development ("HUD") on July 23, 2003, Agency will prominently display a Notice of Uses and Disclosures ("Notice") in its program offices where intake occurs and will take appropriate steps to ensure that all Consumers whose information is entered into or accessed from HMIS, read and understand the contents of the Notice. The Notice will be substantially in the form of the *Notice to Consumers of Uses & Disclosures*, except that (a) where an Agency's treatment of information is materially limited by other applicable laws or requirements, the Agency's Notice must reflect the more stringent requirements, and (b) Agency will update its Notice whenever the HMIS updates and distributes a new form of *Notice to Consumers of Uses & Disclosure*. Agency will provide a written copy of the Agency's Notice then in effect to any Consumer who requests it and will provide a copy of such Notice to all Consumers who are asked to sign a consent form. Agency will maintain documentation of compliance with these notice requirements by, among other things, maintaining copies of all Notices it uses and the dates upon which they were first used.

4. **Information Sharing/Consent:**

- a. **Designation for Sharing:** Prior to designating any information for sharing, Agency will provide the Consumer with a copy of the M/RC CoC *Notice to Consumers of Uses & Disclosures* ("Notices"). The current form of the Notice is available on the West Tennessee Legal Services web page (www.wtls.org) and is incorporated into this Agreement and may be modified from time to time by M/RC CoC. Following an explanation of the data use, the Agency will obtain the informed consent of the Consumer by having the Consumer sign the M/RC CoC *Consumer Consent/Release of Information* form.

If a Consumer does not sign the consent/release form as described above, information may not be shared with other Partner Agencies. It is the responsibility of Agency entering information about a Consumer to determine whether consent has been obtained; to make appropriate entries in HMIS to either designate the information as appropriate for sharing or prohibit information sharing; to implement any restrictions on information sharing; and the implement any revocation of consent to information sharing.

- b. **Consent Requirements:** All consent must be in the form of the informed written consent of Consumer. At a minimum, Agency must meet the following standards:
 - (i) In obtaining Consumer consent, Agency will provide a copy of the M/RC CoC *Notice to Consumers of Uses & Disclosures* to Consumer along with a verbal explanation of the Notice and the terms of consent. Agency will arrange for a qualified interpreter or translator in the event that an individual is not literate in English or has difficulty understanding the Consent form or the Agency's Notice.

- (ii) Agency will use the *Consumer Consent/Release of Information* form (“Consent”), for all Consumers where written consent is required. A separate Consent form will be obtained for each member of a household that is receiving services. The current form of the *Consumer Consent/Release of Information* is incorporated into this Agreement and may be modified from time to time by M/RC CoC.
 - (iii) Agency will note any limitations or restrictions on information sharing on a Consumer’s *Consumer Consent/Release of Information* form with appropriate data entries into HMIS. If questions arise, (for example; questions on how to implement restrictions on information sharing), Agency will notify M/RC COC staff in writing before authorizing the sharing of information.
 - (iv) If a Consumer withdraws or revokes consent for release of information, Agency is responsible for immediately making appropriate data entries in HMIS to ensure that Consumer’s information will not be shared with other Partner Agencies.
 - (v) Agency will keep all copies of the *Consumer Consent/Release of Information* form signed by Consumers for a period of six years. Such forms will be available for inspection and copying by M/RC CoC at any time.
 - (vi) This information is being gathered for the collection and maintenance of a research database and data repository. The consent obtained is in effect until the Consumer revokes the consent or until the research project is ended.
5. **No Conditioning of Services:** Agency will not condition any services upon or decline to provide any services to a Consumer based upon a Consumer’s refusal to sign a *Consumer Consent/Release of Information* form for the sharing of identified information or refusal to allow entry of identified information into HMIS.
6. **Re-release Prohibited:** Agency agrees not to release any Consumer identifying information received from M/RC CoC to any other person or organization without written informed Consumer consent, or as required by law.
7. **Consumer Inspection/Correction:** Agency will allow a Consumer to inspect and obtain a copy of his/her own personal information except for information compiled in reasonable anticipation of, or for use in, a civil, criminal or administrative action or proceeding. Agency will also allow a Consumer to correct information that is inaccurate. Corrections will be made by way of a new entry which is in addition to but is not a replacement for an older entry.

8. **Security:** Agency will maintain security and confidentiality of M/RC COC information and is responsible for the actions of its users and for their training and supervision. Among the steps Agency will take to maintain security and confidentiality are:
- a. **Access:** Agency will permit access to HMIS or information obtained from it only to authorized Agency staff who need access to HMIS for legitimate business purposes (such as to provide services to the Consumer, to conduct evaluation or research, to administer the program, or to comply with regulatory requirements). Agency will limit the access of such staff to only those records that are immediately relevant to their work assignments.
 - b. **User Policy:** Prior to permitting any user to access HMIS, Agency will require the user to sign a *User Policy, Responsibility Statement and Code of Ethics* ("User Policy"), which may be requested and is incorporated into this agreement and may be amended from time to time by M/RC COC. Agency will comply with, and enforce the User Policy and will inform M/RC COC immediately in writing of any breaches of the User Policy.
 - c. **Computers:** Security for data maintained in HMIS depends on a secure computing environment. Computer security is adapted from relevant provisions of the Department of Housing and Urban Development's (HUD) "Homeless Management Information Systems (HMIS) Data and Technical Standards Notice". Agencies are encouraged to directly consult that document for complete documentation of HUD's standards relating to HMIS. Agency will allow access to HMIS only from computers which are:
 - i. physically present on Agency's premises;
 - ii. owned by Agency; or
 - iii. approved by Agency for the purpose of accessing and working with M/RC COC; and
 - iv. protected from viruses by commercially available virus protection software;
 - v. protected with a software or hardware firewall;
 - vi. maintained to insure that the computer operating system running the computer used for HMIS is kept up to date in terms of security and other operating system patches, updates, and fixes;
 - vii. accessed through web browsers with 128-bit encryption (e.g. Internet Explorer, version 6.0). Some browsers have the capacity to remember passwords, so that the user does not need to type in the password when returning to password protected sites. This default shall *not* be used with respect to M/RC COC; the end user is expected to physically enter the password each time he or she logs on the system;
 - viii. staffed at all times when in public areas. When computers are not in use and staff is not present, steps should be taken to ensure that the computers and data are secure and not publicly accessible. These steps should minimally include: Logging off the data entry

system, physically locking the computer in a secure area, or shutting down the computer entirely.

- d. **Passwords:** Agency will permit access to HMIS only with use of a User ID and password which the user may not share with others. Written information pertaining to user access (e.g. username and password) shall not be stored or displayed in any publicly accessible location.

Passwords shall be at least eight characters long and meet industry standard complexity requirements, including, but not limited to, the use of at least one of each of the following kinds of characters in the passwords: Upper and lower-case letters, and numbers and symbols. Passwords shall not be, or include, the username, or the M/RC COC name. In addition, passwords should not consist entirely of any word found in the common dictionary or any of the above spelled backwards. The use of default passwords on initial entry into the HMIS application is allowed so long as the application requires that the default password be changed on first use. Passwords and user names shall be consistent with guidelines issued from time to time by the M/RC CoC.

- e. **Training/Assistance:** Agency will permit access to HMIS only after the authorized user receives appropriate confidentiality training including that provided by M/RC COC. Agency will also conduct ongoing basic confidentiality training for all persons with access to HMIS and will train all persons who may receive information produced from HMIS on the confidentiality of such information. Agency will participate in such training as is provided from time to time by M/RC COC. M/RC COC will be reasonably available during M/RC CoC's defined weekday business hours for technical assistance (i.e. troubleshooting and report generation).
- f. **Records:** Agency and M/RC COC will maintain records of any disclosures of Consumer identifying information either of them makes of HMIS information for a period of six years after such disclosure. On written request of Consumer, Agency and M/RC COC will provide an accounting of all such disclosures within the prior six year period. M/RC COC will have access to an audit trail from HMIS so as to produce an accounting of disclosures made from one Agency to another by way of sharing of information from HMIS.

9. Information Entry Standards:

- a. Prior to the entry of identifying data, a signed *Consumer Consent/Release of Information* form will be completed by the Consumer.
- b. Information entered into HMIS by Agency will be truthful, accurate and complete to the best of Agency's knowledge.
- c. Agency will *not* solicit from Consumers or enter information about Consumers into the HMIS database unless the information is required for a legitimate business purpose such as to provide services to Consumer, to conduct evaluation or research, to administer the program, or to comply with regulatory requirements.

- d. Agency will only enter information into HMIS database with respect to individuals that it serves or intends to serve, including through referral.
- e. Agency will enter information into the HMIS database within one month of data collection.
- f. Agency will not alter or over-write information entered by another Agency

10. Use of HMIS:

- a. Agency will not access identifying information for any individual for whom services are neither sought nor provided by the Agency. Agency may access identifying information of the Consumers it serves and may request via writing access to statistical, non-identifying information on both the Consumers it serves and Consumers served by other HMIS participating agencies.
- b. Agency may report non-identifying information to other entities for funding or planning purposes. Such non-identifying information shall not directly identify individual Consumers.
- c. Agency and M/RC COC will report only non-identifying information in response to requests for information from HMIS, and in conducting any research that relies on information from HMIS.
- d. Agency will use HMIS database for its legitimate business purposes only.
- e. Agency will not use HMIS in violation of any federal or state law, including, but not limited to, copyright, trademark and trade secret laws, and laws prohibiting the transmission of material, which is threatening, harassing, or obscene.
- f. Agency will not use the HMIS database to defraud federal, state or local governments, individuals or entities, or conduct any illegal activity.

11. Proprietary Right of M/RC COC:

- a. Agency shall not give or share assigned passwords and access codes for HMIS with any other agency, business, or individual.
- b. Agency shall take due diligence not to cause in any manner, or way, corruption of the HMIS database, and Agency agrees to be responsible for any damage it may cause.

12. M/RC COC HMIS Work Group: M/RC COC will consult with the Work Group from time to time regarding issues such as revision to the form of this Agreement. Written Agency complaints that are not resolved may be forwarded to the M/RC COC HMIS Work Group, which will try to reach a voluntary resolution of the complaint.

13. **Limitation of Liability and Identification:** No party to this Agreement shall assume any additional liability of any kind due to its execution of this agreement or participation in the HMIS database. It is the intent of the parties that each party shall remain liable, to the extent provided by law, regarding its own acts and omissions; but that no party shall assume additional liability on its own behalf or liability for the acts of any other person or entity except for the acts and omissions of their own employees, volunteers, agents or contractors through participation in M/RC COC. The parties specifically agree that this agreement is for the benefit of the parties only and this agreement creates no rights in any third party.
14. **Limitation of Liability:** M/RC COC shall not be held liable to any member Agency for any cessation, delay or interruption of services, nor for any malfunction of hardware, software or equipment.
15. **Disclaimer of Warranties:** M/RC COC makes no warranties, express or implied, including the warranties or merchandise ability and fitness for a particular purpose, to any Agency or any other person or entity as to the services of the HMIS system to any other matter.
16. **Additional Terms and Conditions:**
- a. Agency will abide by such guidelines as are promulgated by HUD and/or M/RC COC from time to time regarding administration of the M/RC COC.
 - b. Agency and M/RC COC intend to abide by applicable law. Should any term of this agreement be inconsistent with applicable law, or should additional terms be required by applicable law, Agency and M/RC COC agree to modify the terms of this agreement so as to comply with applicable law.
 - c. Neither M/RC COC nor Agency will transfer or assign any rights or obligations regarding M/RC COC without the written consent of either party.
 - d. Agency agrees to indemnify and M/RC COC, its agents and staff harmless from all claims, damages, costs, and expenses, including legal fees and disbursements paid or incurred, arising from any breach of this Agreement or any of Agency's obligations under this Agreement.
 - e. This Agreement will be in force until terminated by either party. Either party may terminate this agreement at will with 20 days written notice. Either party may terminate this agreement immediately upon a material breach of this Agreement by the other party, including but not limited to, the breach of M/RC COC Security Policy by Agency.
 - f. If this Agreement is terminated, Agency will no longer have access to M/RC COC. M/RC COC and the remaining Partner Agencies will maintain their right to use all of the Consumer information previously entered by Agency except to the extent a restriction is imposed by Consumer or law.

- g. Copies of Agency data will be provided to the Agency upon written request of termination of this agreement. Data will be provided on CDs or other mutually agreed upon media. Unless otherwise specified in writing, copies of data will be delivered to Agency within fourteen (14) calendar days of receipt of written requests for data copies.

Signed, _____
[Agency] Executive Director Date

Print Executive Director Name

Agency Name

Street Address City State Zip Code

Mailing Address (*leave blank if same as above*) _____

Signature of Chairperson/Representative Date
M/RC CoC

SHELTER PLUS CARE ADDENDUM

The Murfreesboro Housing Authority received funding for eight vouchers under the Shelter Plus Care Program (S+C) beginning in 2000. The program is authorized by Title IV, Subtitle F, of the Stewart B. McKinney Homeless Assistance Act (the McKinney Act) (U.S.C. 11403-11407(b)). As renewal funding is received, more vouchers are added as funding allows.

Shelter Plus Care (S+C) is designed to link rental assistance to supportive services for hard-to-serve homeless adult persons with disabilities (primarily those who are seriously mentally ill; have chronic problems with alcohol and/or substance abuse; or have acquired immunodeficiency syndrome (AIDS) and related diseases) and their families. One of the primary goals is to move homeless disabled persons from streets and shelters to permanent housing and maximum self-sufficiency.

In an effort to end chronic homelessness for these individuals, the Murfreesboro Housing Authority plans to provide rental assistance in permanent, safe, decent, and affordable housing for these persons. Rental assistance will be provided along with the appropriate supportive services being provided by the social service agencies listed below:

The Guidance Center	Domestic Violence Program, Inc.
Room In the Inn	First Call for Help
The Salvation Army	Alvin C. York VA Medical Center
St. Clair Street Senior Center	Goodwill Industries
Tennessee Department of Human Services	Greenhouse Ministries
Mid Cumberland Community Action Agency	Nashville CARES
Rutherford County Alliance for the Mentally Ill	Other service providers chosen by participant

A separate waiting list will be maintained for this specific group of vouchers. A person must be homeless, have a disability which includes serious mental illness, or developmental or physical disabilities in order to receive assistance under the S+C. Persons who apply must supply documentation at the time of application that confirms their homeless status, as well as verification of their specific disability.

Homeless, for the purpose of these specific vouchers only, is defined as those who come from places not meant for human habitation, such as cars, parks, sidewalks, and abandoned buildings; or those who come from an emergency shelter. Persons may also be considered as homeless if they are living in transitional or supportive housing for homeless persons but originally came from the streets or emergency shelters; ordinarily sleep in transitional or supportive housing for homeless persons but are spending a short time (30 consecutive days or less) in a hospital or other institution; or are being discharged within a week from institutions in which they have been residents for more than 30 consecutive days and no subsequent residences have been identified and they lack the resources and support networks needed to obtain access to housing.

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Individuals served will meet the U.S. Department of Housing & Urban Development's definition for persons with disabilities. Participants that may have a physical disability in addition to their mental illness and/or co-occurring disorders will be assisted by the social service agencies in locating housing to accommodate their needs. Landlords will provide reasonable accommodation for physically disabled individuals.

The supportive service needs will be accessed and tracked by The Guidance Center Housing Program Staff, or the mental health provider chosen by the family. The Housing Program Staff member will recommend participants who meet the guidelines set forth by the program and will assist consumers in applying for rental assistance. The Housing Program Staff member will also assist participants in locating appropriate mainstream resources. With the wide range of services available, the participants can be linked to specific services or combination of services to address specific individual needs. The frequency of services offered will be specified based on individual needs for the duration of the rental assistance.

The supportive services will be provided in the home, community and agencies in Rutherford County. The type of services offered will include:

- Information and Referral Management System - provided by HMIS and various agencies
- Case Management - provided by The Guidance Center Housing Staff, the Tennessee Department of Human Services Case Managers, other services providers chosen by the participants
- Rental Assistance - provided by the Murfreesboro Housing Authority, The Guidance Center, Mid Cumberland Community Action Agency, and Greenhouse Ministries
- Support and Advocacy - provided by the Peer Center, Rutherford County Alliance for the Mentally Ill, St. Clair Street Senior Center, Belle Aire Baptist Church Jail Ministry, and Legal Aid Society of Middle Tennessee
- Job Training - provided by The Guidance Center, Goodwill Industries, and Greenhouse Ministries
- SSI - provided by the Social Security Administration
- Life Skills - provided by the Peer Center, Greenhouse Ministries, St. Clair Street Senior Center, and the Domestic Violence Center
- Veteran's Health Care Programs - provided by Alvin C. York VA Medical Center
- Food - provided by Greenhouse Ministries, Murfreesboro Housing Authority, Mid Cumberland Community Action Agency, Salvation Army, Rutherford County Emergency Food Bank, Smyrna-LaVergne Food Bank, and The Guidance Center
- Food Stamps - provided by the Tennessee Department of Human Services
- TennCare - provided by the Tennessee Department of Human Services
- Health Care - provided by Rutherford County Primary Care, Hope Clinic and Rutherford County Health Department
- Counseling - provided by The Guidance Center, Greenhouse Ministries, Domestic Violence Center, and Belle Aire Baptist Church Jail Ministry

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- Emergency Shelter - provided by Room In the Inn, Salvation Army, and Domestic Violence
- Transportation - provided by Mid Cumberland Community Action Agency, Greenhouse Ministries, St. Clair Street Senior Center, and Murfreesboro Housing Authority
- Faith Based Organizations - provided by Greenhouse Ministries, Belle Aire Baptist Church Jail Ministry, and St. Mark's United Methodist Church

S+C funds are used to pay the difference between the reasonable rent for a unit and 30 percent of each participant's income. This includes up to one month's rent for a security deposit, which can be used to pay for damages.

Since these vouchers are tied to supportive services in Rutherford County, portability will not be an option that is available.

All other rules and guidelines for these vouchers are contained in the Administrative Plan for the Section 8 Housing Choice Voucher Program. Effective November 1, 2012 MHA will no longer do criminal background checks on Shelter Plus Care applicants. This is to expedite the process of receiving a voucher for housing.

Performance Measurement Module (Sys PM)

Summary Report for TN-510 - Murfreesboro/Rutherford County CoC

Measure 1: Length of Time Persons Remain Homeless

This measures the number of clients active in the report date range across ES, SH (Metric 1.1) and then ES, SH and TH (Metric 1.2) along with their average and median length of time homeless. This includes time homeless during the report date range as well as prior to the report start date, going back no further than October, 1, 2012.

Metric 1.1: Change in the average and median length of time persons are homeless in ES and SH projects.

Metric 1.2: Change in the average and median length of time persons are homeless in ES, SH, and TH projects.

a. This measure is of the client's entry, exit, and bed night dates strictly as entered in the HMIS system.

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Previous FY	Current FY	Previous FY	Current FY	Difference	Previous FY	Current FY	Difference
1.1 Persons in ES and SH		220		44			36	
1.2 Persons in ES, SH, and TH		224		47			37	

b. Due to changes in DS Element 3.17, metrics for measure (b) will not be reported in 2016.

This measure includes data from each client's "Length of Time on Street, in an Emergency Shelter, or Safe Haven" (Data Standards element 3.17) response and prepends this answer to the client's entry date effectively extending the client's entry date backward in time. This "adjusted entry date" is then used in the calculations just as if it were the client's actual entry date.

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Previous FY	Current FY	Previous FY	Current FY	Difference	Previous FY	Current FY	Difference
1.1 Persons in ES and SH	-	-	-	-	-	-	-	-
1.2 Persons in ES, SH, and TH	-	-	-	-	-	-	-	-

Performance Measurement Module (Sys PM)

Measure 2: The Extent to which Persons who Exit Homelessness to Permanent Housing Destinations Return to Homelessness

This measures clients who exited SO, ES, TH, SH or PH to a permanent housing destination in the date range two years prior to the report date range. Of those clients, the measure reports on how many of them returned to homelessness as indicated in the HMIS for up to two years after their initial exit.

	Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)	Returns to Homelessness in Less than 6 Months (0 - 180 days)		Returns to Homelessness from 6 to 12 Months (181 - 365 days)		Returns to Homelessness from 13 to 24 Months (366 - 730 days)		Number of Returns in 2 Years	
		# of Returns	% of Returns	# of Returns	% of Returns	# of Returns	% of Returns	# of Returns	% of Returns
Exit was from SO									
Exit was from ES	80	4	5%	9	11%	13	16%	26	33%
Exit was from TH									
Exit was from SH									
Exit was from PH	44	0	0%	0	0%	0	0%	0	0%
TOTAL Returns to Homelessness	124	4	3%	9	7%	13	10%	26	21%

Performance Measurement Module (Sys PM)

Measure 3: Number of Homeless Persons

Metric 3.1 – Change in PIT Counts

This measures the change in PIT counts of sheltered and unsheltered homeless person as reported on the PIT (not from HMIS).

	Previous FY PIT Count	2015 PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	258	289	31
Emergency Shelter Total	141	133	-8
Safe Haven Total	0	0	0
Transitional Housing Total	41	36	-5
Total Sheltered Count	182	169	-13
Unsheltered Count	76	120	44

Metric 3.2 – Change in Annual Counts

This measures the change in annual counts of sheltered homeless persons in HMIS.

	Previous FY	Current FY	Difference
Universe: Unduplicated Total sheltered homeless persons		226	
Emergency Shelter Total		221	
Safe Haven Total		0	
Transitional Housing Total		5	

Measure 4: Employment and Income Growth for Homeless Persons in CoC Program-funded Projects

Metric 4.1 – Change in earned income for adult system stayers during the reporting period

	Previous FY	Current FY	Difference
Universe: Number of adults (system stayers)		28	
Number of adults with increased earned income		0	
Percentage of adults who increased earned income		0%	

Performance Measurement Module (Sys PM)

Metric 4.2 – Change in non-employment cash income for adult system stayers during the reporting period

	Previous FY	Current FY	Difference
Universe: Number of adults (system stayers)		28	
Number of adults with increased non-employment cash income		0	
Percentage of adults who increased non-employment cash income		0%	

Metric 4.3 – Change in total income for adult system stayers during the reporting period

	Previous FY	Current FY	Difference
Universe: Number of adults (system stayers)		28	
Number of adults with increased total income		0	
Percentage of adults who increased total income		0%	

Metric 4.4 – Change in earned income for adult system leavers

	Previous FY	Current FY	Difference
Universe: Number of adults who exited (system leavers)		12	
Number of adults who exited with increased earned income		1	
Percentage of adults who increased earned income		8%	

Metric 4.5 – Change in non-employment cash income for adult system leavers

	Previous FY	Current FY	Difference
Universe: Number of adults who exited (system leavers)		12	
Number of adults who exited with increased non-employment cash income		3	
Percentage of adults who increased non-employment cash income		25%	

Metric 4.6 – Change in total income for adult system leavers

	Previous FY	Current FY	Difference
Universe: Number of adults who exited (system leavers)		12	
Number of adults who exited with increased total income		3	
Percentage of adults who increased total income		25%	

Performance Measurement Module (Sys PM)

Measure 5: Number of persons who become homeless for the 1st time

Metric 5.1 – Change in the number of persons entering ES, SH, and TH projects with no prior enrollments in HMIS

	Previous FY	Current FY	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.		205	
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.		25	
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time)		180	

Metric 5.2 – Change in the number of persons entering ES, SH, TH, and PH projects with no prior enrollments in HMIS

	Previous FY	Current FY	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.		292	
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.		32	
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time.)		260	

Measure 6: Homeless Prevention and Housing Placement of Persons defined by category 3 of HUD's Homeless Definition in CoC Program-funded Projects

This Measure is not applicable to CoCs in 2016.

Performance Measurement Module (Sys PM)

Measure 7: Successful Placement from Street Outreach and Successful Placement in or Retention of Permanent Housing

Metric 7a.1 – Change in exits to permanent housing destinations

	Previous FY	Current FY	Difference
Universe: Persons who exit Street Outreach		7	
Of persons above, those who exited to temporary & some institutional destinations		0	
Of the persons above, those who exited to permanent housing destinations		7	
% Successful exits		100%	

Metric 7b.1 – Change in exits to permanent housing destinations

	Previous FY	Current FY	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited		264	
Of the persons above, those who exited to permanent housing destinations		75	
% Successful exits		28%	

Metric 7b.2 – Change in exit to or retention of permanent housing

	Previous FY	Current FY	Difference
Universe: Persons in all PH projects except PH-RRH		120	
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations		103	
% Successful exits/retention		86%	